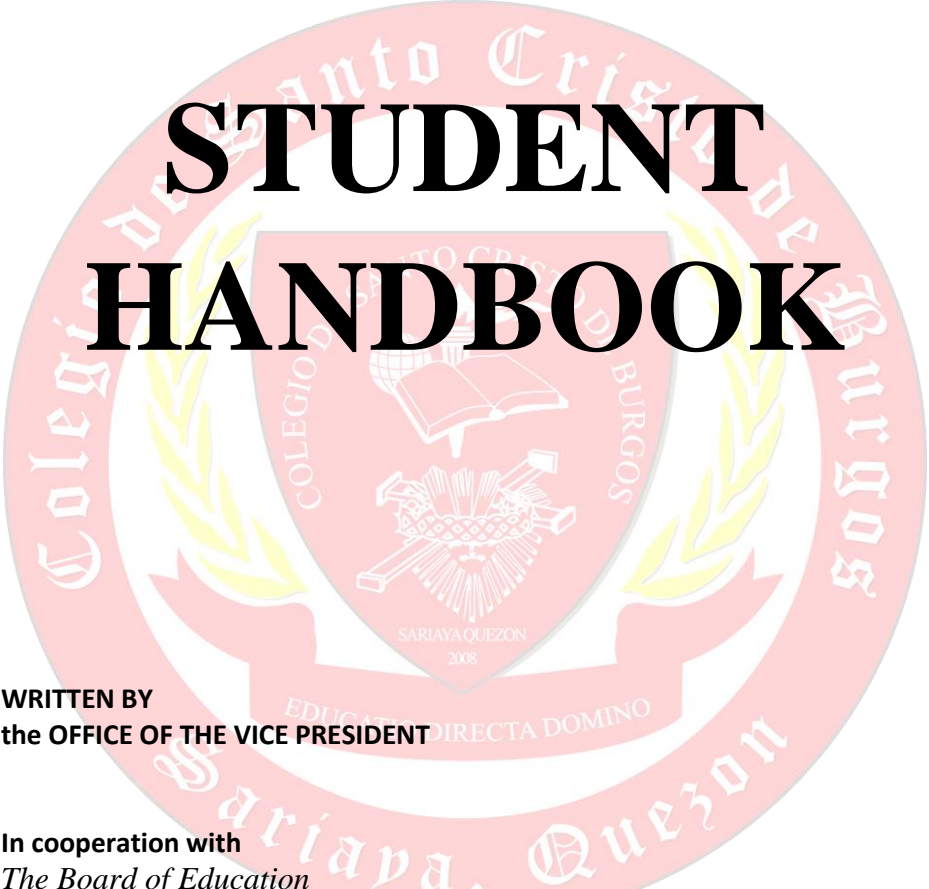


# Colegio de Santo Cristo de Burgos

*Educatio Directa Domino*

# STUDENT HANDBOOK



**WRITTEN BY**  
the OFFICE OF THE VICE PRESIDENT

**In cooperation with**  
*The Board of Education*  
*The Office of Student Affairs*  
*The Office of Admissions and Registrar*  
*The Occupational Safety and Health Committee*  
*The Guidance and Counselling Department*  
*The Medical Affairs Department*

## Table of Contents

PERSONAL DATA SHEET .....	4
WELCOME MESSAGE .....	6
OUR VISION AND MISSION.....	8
OUR CORE VALUES .....	9
INSTITUTIONAL GOALS .....	9
OBJECTIVES OF THE COLLEGE .....	10
THE COLLEGE SEAL .....	11
THE HISTORY OF COLEGIO DE SANTO CRISTO DE BURGOS .....	12
THE SCHOOL PATRON .....	13
USE OF THE CDSCDB BRAND.....	15
QUALITY POLICY .....	15
DATA PRIVACY POLICY AND TERMS OF AGREEMENT.....	16
THE STUDENTS' RIGHTS .....	24
THE STUDENT'S RESPONSIBILITIES.....	26
A STUDENT'S PRAYER .....	27
EDUCATIONAL PROGRAMS & COURSE OFFERINGS .....	27
SENIOR HIGH SCHOOL STRANDS.....	28
COLLEGE COURSE PROGRAMS .....	29
CODE OF CONDUCT.....	32
RULES, REGULATIONS, POLICIES & PROCEDURES .....	33
SECTION 1. GENERAL DIRECTIVES.....	33
SECTION 2. ADMISSION.....	35
SECTION 3. REGISTRATION .....	37
SECTION 4. STUDENT CLASSIFICATION AND LOAD.....	41
SECTION 5. SCHOLARSHIPS & FINANCIAL ASSISTANCE.....	42
SECTION 6. RETENTION POLICY.....	43
SECTION 7. ATTENDANCE .....	45
SECTION 8. WITHDRAWAL .....	47
SECTION 9. SHIFTING COURSE PROGRAM.....	50
SECTION 10. EXAMINATIONS.....	51
SECTION 11. GRADING SYSTEM .....	52
SECTION 12. GRADUATION.....	55
SECTION 13. UNIFORM & IDENTIFICATION CARD .....	57

SECTION 14. SOCIAL NORMS AND GENERAL BEHAVIOR.....	61
SECTION 15. STUDENT DISCIPLINE.....	65
SECTION 16. GRIEVANCES.....	73
SECTION 17. CDSCDB POLICY AGAINST SEXUAL HARRASSMENT .....	76
SECTION 18. CDSCDB POLICY AGAINST BULLYING.....	84
SECTION 19. CDSCDB POLICY AGAINST USE OF DANGEROUS DRUGS .....	93
SECTION 20. STUDENT GOVERNMENT.....	106
SECTION 21. SUPREME STUDENT COUNCIL (SSC) CONSTITUTION .....	107
SECTION 22. STUDENT ORGANIZATIONS AND ACTIVITIES .....	121
SECTION 23. SUSPENSION OF CLASSES .....	127
SECTION 24. POLICY ON COLLECTION OF FEES FOR EDUCATIONAL TRIPS, TOURS, CONVENTIONS, AND RELATED ACTIVITIES .....	128
<b>INSTRUCTIONAL SUPPORT AND STUDENT SERVICES UNIT .....</b>	<b>129</b>
01 THE OFFICE OF STUDENT AFFAIRS .....	130
02 THE GUIDANCE AND COUNSELING OFFICE .....	131
03 OFFICE OF ADMISSIONS AND REGISTRAR (OAR).....	132
04 INFORMATION TECHNOLOGY & LEARNING MANAGEMENT SYSTEM TECHNICAL SUPPORT (IT-LMS TECHNICAL SUPPORT).....	136
05 SCHOOL LIBRARY .....	138
06 MEDICAL AFFAIRS DEPARTMENT .....	146
07 OTHER SCHOOL FACILITIES.....	149
<b>APPENDIX .....</b>	<b>155</b>
APPENDIX A. CLEARANCE SLIP .....	155
APPENDIX B. LEAVE OF ABSENCE.....	156
APPENDIX C. ADMISSION SLIP .....	157
APPENDIX D. APPLICATION FOR COMPLETION OF INCOMPLETE GRADE .....	158
APPENDIX E. SUBJECT APPROVAL FORM.....	159
APPENDIX F. APPLICATION FOR CHANGE / ADDITIONAL UNITS .....	160
APPENDIX G. REQUEST FOR TRANSFER CREDENTIALS .....	161
APPENDIX H. DATA PRIVACY CONSENT FORM.....	162
APPENDIX I. COMPLETION FORM .....	164

# PERSONAL DATA SHEET

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Birthday: \_\_\_\_\_

(Month) (Day) (Year)

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

In case of accident or emergency, please be so kind to inform:

\_\_\_\_\_

## CONFORME

I, as a Bona fide student of Colegio de Santo Cristo de Burgos, have read and understood the contents of the student handbook and do hereby accept and promise to abide by the rules and regulations of the College to the best of my abilities.

In this regard, I affix my signature on this page as confirmation.

\_\_\_\_\_  
Signature of Student over Printed Name

\_\_\_\_\_  
Course, Year & Section

\_\_\_\_\_  
Date Attested:

\_\_\_\_\_  
Signature of Parent/Guardian over Printed Name

**NOTE:** THIS PAGE SHALL BE DETACHED AND RETURNED TO THE OFFICE OF THE COLLEGE DEAN / SENIOR HIGH SCHOOL PRINCIPAL



## WELCOME MESSAGE

We, at the Colegio de Santo Cristo de Burgos, would like to take this opportunity to welcome you all to our humble institution.

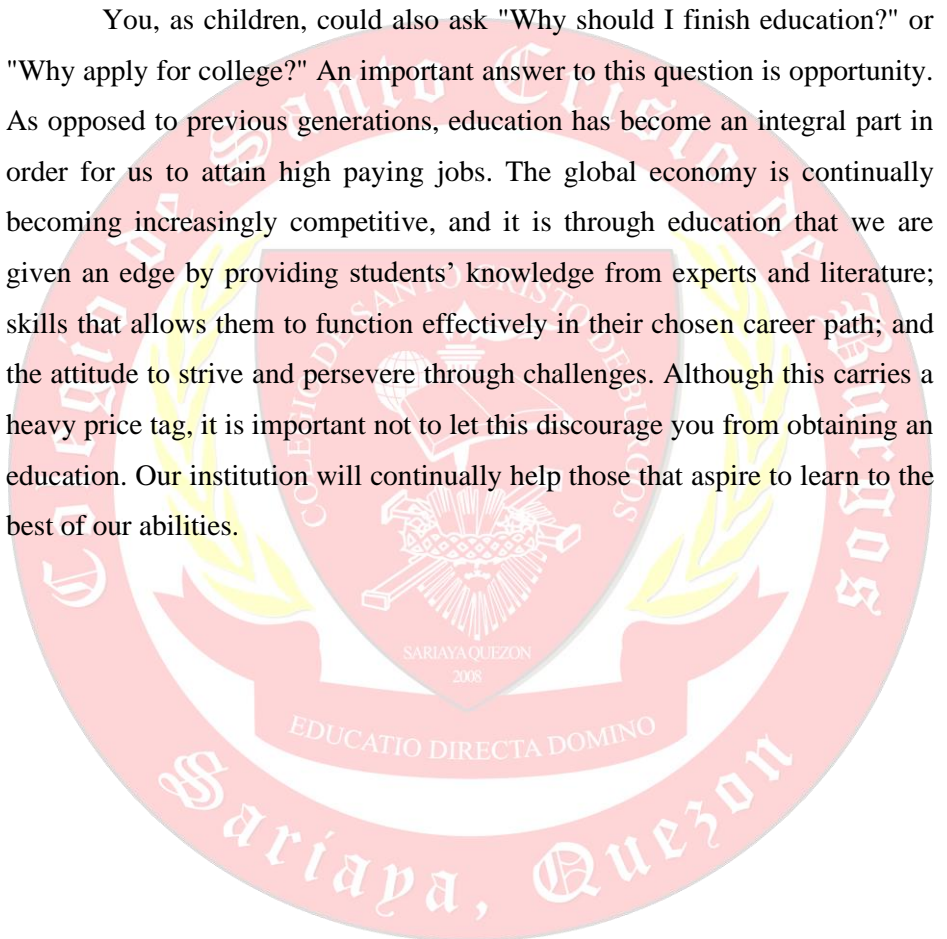
Education is the knowledge of putting one's potential to maximum use. One can safely say that a human being is not in the proper sense until he is educated. There are two reasons why the institutions strive for provision of education. One is that the training of a human mind is not complete without education. It is education that makes a man a right thinker - telling you how to think and how to decide. Second, it is only through attainment of education that man can receive information from the external world, acquaint himself with the past, and receive all the necessary information to make decisions regarding the present. It is as though he is being released from the confines of a locked room and finds himself free to unlock the countless opportunities of the outside world.

Every child deserves not just an education but the best education, no matter the circumstance. This is what all parents desire, including myself. Education is not just a noble endeavor. Great leaders fiercely believe that schools are the "great equalizer," giving every child equal opportunity. In society, someone from an impoverished background can transform their destiny through education. In fact, many of the successful people have come from the humblest of origins and it is through educating themselves that they are able to change. It is lifeblood, no matter what your gender, religion, or economic status.



John F. Kennedy said, "Let us think of education as the greatest means of developing our greatest abilities, because in each of us, there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation."

You, as children, could also ask "Why should I finish education?" or "Why apply for college?" An important answer to this question is opportunity. As opposed to previous generations, education has become an integral part in order for us to attain high paying jobs. The global economy is continually becoming increasingly competitive, and it is through education that we are given an edge by providing students' knowledge from experts and literature; skills that allows them to function effectively in their chosen career path; and the attitude to strive and persevere through challenges. Although this carries a heavy price tag, it is important not to let this discourage you from obtaining an education. Our institution will continually help those that aspire to learn to the best of our abilities.



## OUR VISION AND MISSION



### VISION

With the primary concern of empowering the students and workers to have better job opportunities and secure future through quality ladderized education, our vision;

A school known for excellence in instruction, research, and community service in a Christian way, thus the slogan: “*Educatio Directa Domino*” (an education guided by the Lord).

### MISSION

The principal mission of the Colegio de Santo Cristo de Burgos is to provide educational opportunities to help students reach their full potential and prepare them to be active, dynamic, and competitive members of the national and global workforce in areas of Hotel and Restaurant Management, Entrepreneurship, and other related fields.



## OUR CORE VALUES

1. **Simplicity:** Love of truth and freedom, honesty and transparency in a relationship, modest and simple lifestyle in solidarity with the less privileged.
2. **Respect for Human Dignity:** Reverence for every person and concern for the promotion of life, human rights, and total human development.
3. **Service:** Sensitivity to the needs of others and zealous responses of caring and sharing with the needy and disadvantaged out of a gentle and humble heart.
4. **Commitment to Excellence:** Dedication to the highest ideals in the continuing pursuit of global excellence for quality education.
5. **Social Commitment:** Audacious love of country and dedication to the transformation of communities and society.

## INSTITUTIONAL GOALS

1. To provide would-be professionals/workers with a well-define program of instruction geared towards the acquisition of knowledge, development of creative and analytical thinking, and enhancement of practical skills.
2. Integrate values in all disciplines to instill standards of work ethics, professionalism productivity, and morality.
3. Undertake research for the improvement of the Colegio de Santo Cristo de Burgos and the community. Render extension services to the defined areas in the community.

## OBJECTIVES OF THE COLLEGE

To accomplish its mission, CDSCDB is committed to:

1. To provide students with a well-defined program of instruction geared towards the acquisition of knowledge, development of creative and analytic thinking, and enhancement of practical skills.
2. Train competent and skilled workers who will serve the community.
3. Integrate values in all disciplines to instill the standards of work ethics, professionalism, productivity, and morality.
4. To develop and strengthen habits of intellectual discipline through research, critical thinking, reflection, and problem solving.
5. Undertake researchers for the improvement of the Colegio de Santo Cristo de Burgos and the community.
6. To produce dynamic and service-oriented professionals
7. Render extension of services to the defined areas in the community.
8. To prepare the students to become globally competitive in their fields and ready to meet the demands of a changing environment.
9. To deepen the students' sense of responsibility to God, countrymen and nature
10. To develop social responsibility geared toward the service and improvement of the quality of life of people.

## THE COLLEGE SEAL



The seal of the school epitomizes the mission on which it has been founded – the Cross, a heart with thorns and the flame for the less privileged of humanity, torch, book, and the globe for knowledge.

The words “*Educatio Directa Domino*” embody the credo of all students of Colegio de Santo Cristo de Burgos – “Education Guided by the Lord” as we acquire knowledge through the guidance of our Lord.

Education and progress signify the seal. The armor shape is a metal covering that signifies security and care, the torch attached to the book with a globe is enlightenment for progress. The olive leaves on both sides pertain to maturation and ribbon-like binds the whole logo.

The Cross and a heart with thorns with flames signify the burning love of every member of the administration, faculty, and student of Colegio de Santo Cristo de Burgos for the Truth.

# THE HISTORY OF COLEGIO DE SANTO CRISTO DE BURGOS

## *Faith and History*

Colegio De Santo Cristo De Burgos, a Catholic Institution for men and women in the Quezon Province was founded on the year of 2008. The school had its roots in the vision of Juanito Manigbas – a simple man and a humble devotee of Santo Cristo De Burgos - who opened a school to transform the youth according to the ideals of the Catholic Faith. Because of his commitment to Santo Cristo de Burgos, he devoted his life to the service of humanity, particularly the deprived in the community. By the power of example and instruction, the lessons of service and love have been continually living in the various activities of Juanito Manigbas, reflecting service and commitment to others.

## *Opening of the Campus*

In June 2008, he opened a new school that offers Hotel and Restaurant Services for its first year. Subsequently, other courses including Information Technology, Computer Science and Computer Hardware Servicing were also offered. Through the first world class facilities equipped with highly skilled professors, the school aimed to provide only the best in quality education, spiritual formation, and community service. Using the renovated historical residence of the de Luna family as the main campus building, located at Valderas St, corner Quezon Avenue, Sariaya Quezon across the Carmina Janna Hall, the school was born.

## *Roots of the Campus*

The ancestral house was formerly owned by Mr. Felino and Mrs. Pacita Alvarez de Luna as a wedding gift from "Amama" Sotero de Luna and "Inana" Sotero de Luna. They had six children, Isolda de Luna married to Jun Andrada with eight children; Dominador de Luna who married Sonia Antona, and had four children; Agosto de Luna, married to Nessie Vendiola, and had three children; and the youngest, Pura de Luna, married to Jose Palcon, and had three children. Mrs. Resurrection de Luna-Manigbas, wife of Mr. Juanito Manigbas, currently owned the ancestral house. It serves as the Colegio de Santo Cristo de Burgos' mock hotel, an efficient location for training different hospitality courses. The two-story house is divided into different room functions. The first floor is used for Housekeeping, Commercial Cooking and Culinary - occupying the quarter area of the first floor as the Hot and Cold Kitchen, fully furnished with first class facilities and equipment. The second floor serves as the Front office room, Travel services, and Food and Beverages Room with one suite room and double-bed room.

### ***Dreams for the Future***

Colegio de Santo Cristo de Burgos was founded in the hopes of providing a local school for college students that will help in the education of the youth of Sariaya, while helping the parents avoid the additional expenses, they feel they need to pay for a college education. The school further hopes to eventually help generate achievers of Quezon Province.

## **THE SCHOOL PATRON**



The college is named in honor of the Santo Cristo de Burgos. Santo Cristo de Burgos is the image of the crucified Christ which according to the history of Sariaya, Quezon was brought in from Burgos, Spain by the Spanish Friars. In one of the times that they were moving to find yet another place to settle, bringing with them the crucified Christ, they rested under the shade of the tree and when it was time to move on, they could no longer lift the Holy Cross. It was then believed that it was a sign from God and hence they decided to build a Church on the spot which is now known as the St. Francis of Assisi Parish Church, Sariaya's Roman Catholic Church. The college is named in honor of the Santo Cristo de Burgos.

## USE OF THE CDSCDB BRAND

The CDSCDB name, identity mark, uniform, website, and logo owned and managed by CDSCDB and may not be copied, reproduced, downloaded, disseminated, published, applied, used, altered, or transferred in any form or by any means, except with the prior permission of CDSCDB Administration. Any unauthorized use of the name, mark, logo, content, images, website or any other material owned by CDSCDB is strictly prohibited and may result in severe disciplinary action.

### QUALITY POLICY

Colegio de Santo Cristo de Burgos is committed to provide quality educational services aimed at equipping successful graduates, thus enhancing their employability.

To attain this, we shall continually improve our processes, comply with all regulatory and statutory requirements, enhance the competence of our human resources, and utilize other resources wisely.

# DATA PRIVACY POLICY AND TERMS OF AGREEMENT

## POLICY

To be able to practice and protect academic freedom and provide quality education, Colegio de Santo Cristo de Burgos needs to process your personal and sensitive personal information - that is, information that identifies you as an individual.

CDSCDB is committed to comply with the Republic Act No. 10173, or the Philippine Data Privacy Act of 2012 (DPA) in order to protect your right to data privacy.

This notice explains in general terms the purpose and legal basis for the processing of the typical or usual examples of personal and sensitive personal information that CDSCDB collects from students like you, the measures in place to protect your data privacy and the rights that you may exercise in relation to such information. Please note that this document does not contain an exhaustive list of all of CDSCDB's processing systems as well as the purpose and legal basis for processing.

Under the DPA, personal information may be processed (e.g. collected, used, stored, disclosed, etc.) with the consent of the data subject, pursuant to a contract with the data subject; when it is necessary in order for CDSCDB to comply with a legal obligation; to protect your vitally important interests including life and health; respond to a national emergency, public order, and safety; fulfill the functions of public authority or pursuant to the legitimate interests of the College or a third party; except where such interests are overridden by your fundamental rights.

Sensitive personal information (e.g., confidential educational records, age/birth date, civil status, health, religious affiliation etc.) on the other hand may be processed with the consent of the data subject, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information, and the consent of the data subject is not required for such law or regulation. For example, under the Education Act of 1982, parents have the right to access the educational records of children who are under their parental responsibility. Processing may also be done when needed to protect the life and health of the data subject or



another person, and the data subject is unable to legally or physically express consent; in the case of medical treatment; or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings; and for the establishment, exercise or defense of legal claims; or where provided to government or public authority.

The term *CDSCDB/College/us* refers to the Colegio de Santo Cristo de Burgos and its constituent offices/departments.

The term “*you/your*” refers to all students of the Colegio de Santo Cristo de Burgos, as well as those seeking to be admitted to the College and, where the context so indicates, in the case of minors, their parents or guardians who also sign registration related and other forms that students fill out, such as leave of absence and scholarship application forms.

## **PERSONAL AND SENSITIVE PERSONAL INFORMATION COLLECTED FROM STUDENTS, AND THE PURPOSE/S AND LEGAL BASIS FOR PROCESSING SUCH INFORMATION**

The CDSCDB office collects your personal information through paper based and online processing systems. CDSCDB may likewise collect publicly available information about you. Some application forms require you to provide a photograph. In some instances, your image is captured by CDSCDB's closed-circuit television (CCTV) cameras, or when CDSCDB documents, records, broadcasts (including live streaming), or publishes College activities or events.

When you applied for admission to CDSCDB you provided us, through the forms you submitted and signed (and in the case of minors that your parents/guardians also signed), among others, your name, sex assigned at birth, date and place of birth, civil status, citizenship, your photograph, information about your family (names of your parents, their citizenship, civil status ), your signature and other personal information that we use, along with other documents you provide us (e.g. information contained in

educational records) to be able to verify your identity in the course of determining your eligibility to enroll in CDSCDB. We required you to attest that the information that you provided us is true and correct as we also use the information in order to prevent the commission of fraud. Such processing is necessary for compliance with our legal obligation as a publicly funded College and to uphold our legitimate interest as an educational institution as well as that of taxpayers. When you provide CDSCDB with the personal and sensitive personal information of third parties you warrant that you have obtained their consent for CDSCDB to process their information.

In order for CDSCDB to exercise its right to academic freedom and to uphold academic standards under its sanction it processes the educational records and other personal information provided by prospective students to determine their eligibility to enroll.

CDSCDB processes your personal and sensitive personal information, in the course of fulfilling its obligation, to provide you quality education by exercising its right to academic freedom, and upholding academic standards, when the College's duly authorized personnel process your enrollment; evaluate the work that you submit in fulfillment of your academic requirements and give you grades; act on your applications for change of matriculation, dropping, leave of absence and the like; determine your academic progress and compliance with the College's retention and other rules; evaluate and recommend you for graduation; act on appeals on such matters; and, in the event you are qualified under the rules, recommend that you be awarded honors upon your graduation.

Aside from sensitive personal information in the form of grades, you also provide CDSCDB with health information as part of the admission and registration processes so that the College may determine your physical fitness to enroll; and be able to provide you with the proper care when you avail of CDSCDB's health services; or in case of an emergency; or in compliance with College rules that are meant to uphold academic standards (e.g., submission of medical certificates in order for your absences

to be excused, for you to drop a subject, go on leave of absence, or justify underloading in an appeal to graduate with honors, etc.).

CDSCDB processes information regarding your religious affiliation in the course of verifying your identity (e.g., offices match information in your birth certificate and school records provided to us etc.); and to uphold your right to freedom of religion (e.g., by providing you with services that are consistent with your beliefs in relation to your health needs and food preparation, etc.).

Contact information is processed by CDSCDB in order to be able to communicate effectively with you, and to enable us to contact your family or other people you identify, in the case of an emergency. For example, CDSCDB offices or your teachers may use the information generated by the applicable registration system in order to contact you via email or via a messaging system for class related and other academic matters, as well as CDSCDB related activities and information. CDSCDB may also contact you in order to solicit your consent to participate in academic or non-commercial research.

In some instances, because CDSCDB is aware that not all students have access to the Internet at all times, or that you may have failed to update email or contact details, CDSCDB may inform you of the need to contact certain CDSCDB offices. In the case of email correspondence, your email address may be disclosed to other members of the class so that other students to whom you may have disclosed your new email address, or other contact details, will be able to relay email messages to you.

CDSCDB processes personal and sensitive personal information, and, in particular, financial information related to your studies, in order to administer State-funded and privately financed scholarships, as well as grants or other forms of assistance, pursuant to its contractual or legal obligations as part of the College's legitimate interests and that of taxpayers, as well as relevant third parties, such as donors or sponsors.

Your personal and sensitive personal information may also be processed in order for CDSCDB to provide you with services, such as the issuance of your ID card,

library, health, counseling and guidance services and the like; facilitate the processing of applications for insurance and insurance claims; determine whether the student organization or association to which you belong may be recognized and given access to College services, etc., to enable your participation in student elections, exchange programs, internships, training programs, conferences, etc.; administer scholarships, grants and other forms of assistance, pursuant to CDSCDB's contractual or legal obligations; or to protect your vitally important interests.

CCTVs and other security measures which may involve the processing of your personal information are intended to protect your vitally important interests, for public order and safety, and pursuant to the College's and the public's legitimate interests. CDSCDB processes personal and sensitive personal information in order to comply with its duty as an academic institution to exercise due diligence to prevent harm or injury to you or others.

You may also be required to present your CDSCDB ID when you avail of College services, or when you request documents containing your personal and sensitive personal information. If you request such information through a representative, CDSCDB will require that you provide a letter of authorization specifying the information or document requested, the purpose(s) for which the same will be used, and the presentation of your CDSCDB ID or other valid government-issued identification card (GIID), as well the GIID of your duly authorized representative, in order for CDSCDB to see to it that fraud is prevented, and your right to data privacy is upheld.

CDSCDB will process your name, student number and photograph in order to issue your CDSCDB identification card (ID).

The College provides for the secure processing and, when applicable, secure archival of the educational record and other relevant personal information of its students that are needed to verify their identity so that CDSCDB will be able to provide the proper transcripts, certifications, and other documents that current or former students or alumni may request as required by the Education Act of 1982.

## **INSTANCES WHEN YOUR RELEVANT PERSONAL AND/OR SENSITIVE PERSONAL INFORMATION MAY BE DISCLOSED BY CDSCDB TO THIRD PARTIES AND THE PURPOSE/S AND LEGAL BASIS FOR SUCH DISCLOSURES**

The College will disclose or share your relevant personal and/or sensitive personal information to third parties in order to carry out its mandate as an academic institution, comply with legal obligations, perform its contractual obligations to you, promote and protect your interests, and in order to pursue its legitimate interests or that of a third party. CDSCDB discloses such information when required or allowed by law, or with your consent.

Where applicable, CDSCDB will take reasonable steps to require third parties who receive your information to uphold your right to data privacy.

## **HOW CDSCDB PROTECTS YOUR PERSONAL AND SENSITIVE PERSONAL INFORMATION**

In compliance with the DPA, CDSCDB put in place physical, organizational, and technical measures to protect your right to privacy and is committed to reviewing and improving the same, so as to be able to comply, among others, with its obligations under the applicable provisions of the Education Act of 1982, which require us to keep your educational records confidential.

## **ACCESS TO AND CORRECTION OF YOUR PERSONAL AND SENSITIVE PERSONAL INFORMATION AND YOUR RIGHTS UNDER THE DPA**

You have the right to access personal and sensitive personal information being processed by CDSCDB about you. You may access your personal and sensitive personal information, for instance, through CDSCDB's information systems or request documents from relevant offices (e.g. the College Registrar or your College Secretary). In order for CDSCDB to see to it that your personal and sensitive personal information are disclosed only to you, these offices will require the presentation of your CDSCDB ID or other documents that will enable CDSCDB to verify your identity. In case you process or request documents through a representative, in order to protect your privacy, CDSCDB requires you to provide a letter of authorization specifying the purpose for the request of documents or the processing of information, and your CDSCDB ID or other valid government-issued ID (GIID), as well as the valid GIID of your representative.

As mentioned above, CDSCDB requires you to provide correct information. In the event that your information needs to be updated please follow the instructions found in the relevant website, or kindly get in touch with the proper College office(s). Please note that the correction of grades is subject to college rules and procedures.

Aside from the right to access and correct your personal data, you have the following rights subject to the conditions and limitations provided under the DPA and other applicable laws and regulations:

- a. The right to be informed about the processing of your personal data through this and other applicable privacy notices.
- b. The right to object to the processing of your personal data, to suspend, withdraw or order the blocking, removal, or destruction thereof from our filing system. Kindly note however that, as mentioned above, there are various instances when the processing of personal data you have provided is necessary for us to comply with CDSCDB's mandate, statutory and regulatory requirements, or is processed using a lawful basis other than consent. In the case of your CDSCDB ID it is your duty to immediately report the loss of

such card to your College Registrar and the CDSCDB ITDC so that CDSCDB can prevent the unauthorized use of the same.

- c. The right to receive, pursuant to a valid decision, damages due to the inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, taking into account any violation of your rights and freedoms as a data subject and
- d. The right to lodge a complaint before the National Privacy Commission provided that you first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper DPO through the email address indicated below regarding the processing of your information, or the handling of your requests for access, correction, blocking of the processing of your personal data and the like.

## **HOW WE OBTAIN YOUR CONSENT AND HOW YOU CAN WITHDRAW CONSENT**

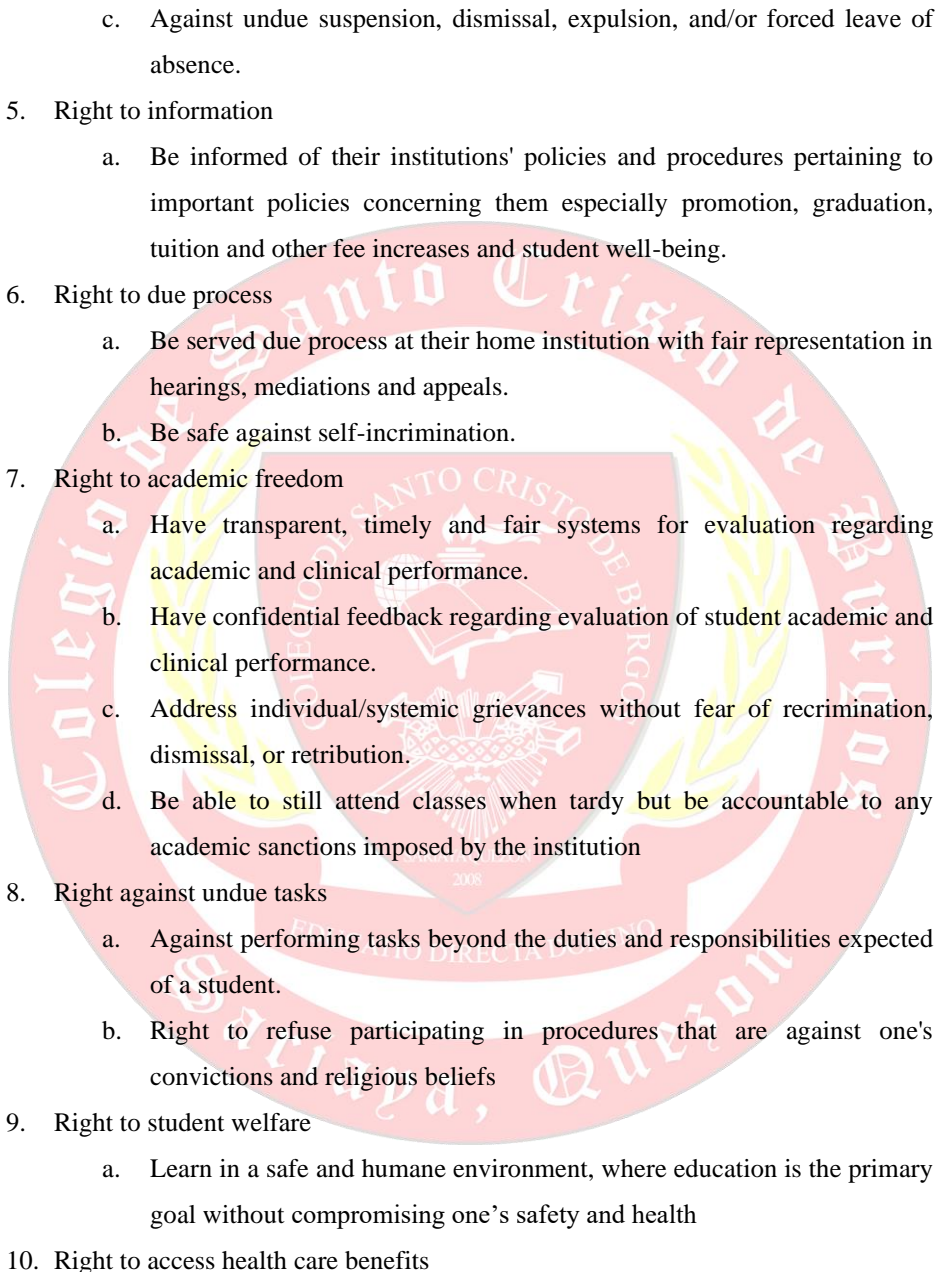
CDSCDB obtains your consent for the processing of your personal and sensitive personal information pursuant to this privacy notice by asking you to sign the relevant form. If you are a minor, we will require your parent or guardian to sign the proper form. If you wish to withdraw consent, kindly write or send an email to your College Registrar at (please insert applicable email address) and identify the processing activity for which you are withdrawing consent. Please attach a copy of your CDSCDB ID so that the Registrar will be able to verify your identity. Note that consent may be withdrawn only for a processing activity/ies for which consent is the only applicable lawful ground for such processing. Kindly await your Registrar's action regarding your request. Rest assured that once your Registrar confirms that you have validly withdrawn consent for a processing activity/ies the same shall be effective unless you thereafter send a letter or email to the Registrar with a copy of your ID that you are consenting to such processing activity/ies.

If you have any Data Privacy queries or concerns as it relates to your student records, you may contact your CDSCDB Data Protection Officer through the CDSCDB Website and NEO-LMS Site.

## THE STUDENTS' RIGHTS

1. Right to quality education (good facilities and equipment, environment for learning and testing)
  - a. Receive quality training in an institution committed to their mentoring and education, which will prepare them to become competent, compassionate, humane, and ethical members of society.
  - b. Have conducive environment for learning and testing with appropriate accommodations.
  - c. Have safe, adequate, and functional facilities and equipment.
2. Right to organize
  - a. Create, establish, and join organizations for academic, social, political, and/or spiritual development.
3. Right to representation
  - a. Have meaningful and significant representation at their individual institutions and in national organizations on matters concerning all aspects of their education.
4. Right to admission and/or leave of absence subject to no restraint
  - a. Enroll, attend classes, and participate in other academic activities without discrimination on race, age, religion, sex, disability, gender, ethnicity, socioeconomic status and/or political orientation.
  - b. Take a leave of absence for personal reasons, which include but are not limited to gender-neutral child and family leave, sick leave, and vacation leave, without fear of recrimination, dismissal, or retribution.



- 
- c. Against undue suspension, dismissal, expulsion, and/or forced leave of absence.
  5. Right to information
    - a. Be informed of their institutions' policies and procedures pertaining to important policies concerning them especially promotion, graduation, tuition and other fee increases and student well-being.
  6. Right to due process
    - a. Be served due process at their home institution with fair representation in hearings, mediations and appeals.
    - b. Be safe against self-incrimination.
  7. Right to academic freedom
    - a. Have transparent, timely and fair systems for evaluation regarding academic and clinical performance.
    - b. Have confidential feedback regarding evaluation of student academic and clinical performance.
    - c. Address individual/systemic grievances without fear of recrimination, dismissal, or retribution.
    - d. Be able to still attend classes when tardy but be accountable to any academic sanctions imposed by the institution
  8. Right against undue tasks
    - a. Against performing tasks beyond the duties and responsibilities expected of a student.
    - b. Right to refuse participating in procedures that are against one's convictions and religious beliefs
  9. Right to student welfare
    - a. Learn in a safe and humane environment, where education is the primary goal without compromising one's safety and health
  10. Right to access health care benefits

- a. Access confidential, timely, and appropriate health care and/or support systems in the event of personal and/or health-related difficulties.

## THE STUDENT'S RESPONSIBILITIES

1. Self
  - To safeguard one's physical, mental, and spiritual health to be able to deliver the tasks given
2. Education
  - To actively pursue continuous learning and strive for excellence.
  - To participate in the evaluation and improvement of one's education.
3. Mentors and fellow students
  - Treat their mentors and colleagues with due respect and courtesy.
4. School
  - Uphold the name and honor of one's profession, nation, and institution.
  - To be law abiding and follow rules and regulations set by the institution.
5. Profession
  - To uphold the honorable tradition of your profession.
6. Parents
  - Recognizing parents as valuable partners of the school in your education, you are therefore expected to keep your parents constantly informed about your academic performance and activities; Seek their advice and help regarding academic and nonacademic problems and make them feel free to consult with school authorities, if necessary.
  - To look up to them for inspiration and guidance.
  - To give them the highest degree of esteem and respect
7. Community

- Commit to the humane, conscientious, respectful, and thoughtful service to the community.

#### 8. Society

- To be aware of and socially accountable to the needs of the Filipino people.

### A STUDENT'S PRAYER

O God, as you know, I am a student, trying to prepare myself for my future, I thank you for this privilege of pursuing my education. Help me to be diligent in my studies, attentive in class, active in school programs, respectful and grateful to my professor, and kind to my classmates and friends.

Lord, grant me the light and grace of your Holy Spirit so that I may learn easily. Give me a keen mind to understand my lesson/s a retentive memory and a facility in the language, expressing myself. Help me to pass my tests and examinations successfully, and bring honor to myself, my family, and my school.

Lord, I thank you for my parents and others who provide everything I need as a student. Bless them Lord for their kindness to me. Let me not forget their sacrifices for my welfare. Grand Lord, that I may advance not only in academic knowledge but also in divine knowledge and faith. Bless me and all my classmates in our paths through life and keep us always safe in your love and care. Amen

### EDUCATIONAL PROGRAMS & COURSE OFFERINGS

## SENIOR HIGH SCHOOL STRANDS

### **ABM**

#### **Accountancy and Business Management**

This strand focuses on providing students with the basic concepts of financial management, business management, corporate operations, and accounting. This is for those who would like a career in management and accounting such as sales manager, human resources, marketing director, project officer, bookkeeper, accounting clerk, and internal auditor.

### **GAD**

#### **General Academics**

This strand focuses on providing students with different subjects in Humanities, Social Sciences, Applied Economics, Organization and Management, and Disaster Preparedness. This is a perfect course for those students who are undecided on which career path to take

### **HE**

#### **Home Economics**

This strand offers various specializations that can lead to livelihood projects at home. Subjects in the Home Economics can also lead to National certifications based on TESDA standards. You will be taking up courses on barbering, bartending, beauty care, bread and pastry, caregiving, cookery, dressmaking, food and beverage, housekeeping, tourism, handicrafts among others.

### **HUMSS**

#### **Humanities and Social Sciences**

This track is designed for those who wonder what is on the other side of the wall. In other words, you are ready to take on the world and talk to a lot of people. This is for those who are considering taking up journalism, communication arts, liberal arts, education, and other social science-related courses in college. Those who opt to take it may lead to career paths such as a teacher, a psychologist, a lawyer, a writer, a social worker, a reporter, or a priest.

# **TVL ICT**

## **Information and Communication Technology**

This strand is intended for those who are computer-savvy. Here, you will be encouraged to utilize information and communication technological tools to contextualize, collaborate, and create experiences for learning in this professional strand.

# **STEM**

## **Science, Technology, Engineering and Mathematics**

These subjects are intertwining disciplines when applied in the real world. The difference of the STEM curriculum with the other strands and tracks is the focus on advanced concepts and topics. Under the track, you can become a pilot, an architect, an astrophysicist, a biologist, a chemist, an engineer, a dentist, a nutritionist, a nurse, a doctor, and a lot more. Those who are also interested in Marine Engineering should take this track.

## **COLLEGE COURSE PROGRAMS**

# **BTVTEd**

## **BACHELOR IN TECHNICAL-VOCATIONAL TEACHER EDUCATION**

a four-year teacher education program designed to equip future teachers with adequate and relevant competencies in the area of technical and vocational teacher education. It also aims to develop highly competent and motivated teachers in Technology and Livelihood Education in their area of specialization. Furthermore, the program aims to impart knowledge, skills, attitudes, values, and experiences that will provide prospective Grade 9-10 TLE teachers, Senior High School Tech-Voc Livelihood Track teachers, TVET Trainers/Instructors, and higher education institutions faculty members with the necessary competencies essential for effective teaching.



## **B.S. COMPUTER SCIENCE**

A four-year program that equips students with proficiency in designing, writing and developing computer programs and networks, as well as the intricacies of software applications, data processing, web development, programming, and computer architecture.



## **B.S. HOSPITALITY MANAGEMENT**

A four-year program that covers the process of conception, planning, development, human resource and management of the different aspects of the hotel, restaurant and resort operations. The program provides students with technical skills, as well as knowledge in marketing, finance, budgeting, staffing, entrepreneurship and other fields of business.



## **B.S. INFORMATION TECHNOLOGY**

A four-year degree program that equips students with the basic ability to conceptualize, design and implement software applications. It prepares students to be IT professionals who can perform installation, operation, development, maintenance, and administration of computer applications.



## **B.S. PSYCHOLOGY**

A four-year program designed to help you observe human behavior through the scientific method, allowing you to gain access to the human psyche and fathom its depths. You will gain the knowledge, tools, and skills needed to assess and conduct empirical research regarding individual and group behavior through the lens of various psychological theories and concepts. It can also be a foundation for further studies in the fields of Medicine, Guidance and Counseling, Human Resource Development and Law.



## **B.S. TOURISM MANAGEMENT**

A four-year program that gives the students expertise in the management of tour-operating agencies, as well as other jobs in the tourism and hospitality sector. The curriculum also includes operational competencies, event management classes, investment, and market study. This is ideal for those who want to have a career in the field of Tourism and Event Management.



## **B.S. BUSINESS ADMINISTRATION**

A four-year program that focuses on giving the students a foundation in the different core functions involved in managing a business including general business administration, accounting, finance, project management, information technology, human resources, marketing, international business, logistics and organizational behavior. We offer **majors in Financial Management, Marketing Management and Human Resources Development Management.**



## CODE OF CONDUCT

You are a Filipino Christian at all times, in and out of school. Good manners and right conduct are marks of a well-bred and well-educated people.

**ANGELUS.** When the Angelus bell rings at 12:00 noon, everybody should pause and stand to pray the Angelus as reminded of God's incarnation and man's obligation.

**ON-CAMPUS.** The school is your second home hence, you should make it a suitable, safe, and comfortable place to stay in. Wear your I.D. properly within the school campus. Avoid littering. Refrain from destroying school properties. Any damage caused to school property must be paid for or replaced by the students.

**OFF-CAMPUS.** At all times, you are associated with the school and its populace. Hence, you are expected to: Conduct yourself in a manner that befits a cultured person. Refrain from using the name of the school in getting publicities unless permitted to do so.

**CLASSROOM.** A classroom is a place where you receive your formal education. You are therefore expected to: Show respect to your professors as well as your fellow students.



## **RULES, REGULATIONS, POLICIES & PROCEDURES**

The rules and regulations in the Student Handbook shall apply to all students who are enrolled in the college and senior high school of Colegio de Santo Cristo de Burgos. Upon enrollment, student shall agree to abide by these rules and regulations and to conduct themselves properly as to maintain order and discipline within the campus, preserve the fair and noble name of the college, and actualize her mission.

Aside from the norms contained in this handbook, the college administration shall inform the student body of official business through various channels such as bulletin boards, special manuals, announcements, and memoranda.

The administrative authority of the college is vested on the President. As a bona fide student of Colegio de Santo Cristo de Burgos, on is subject to the line of authority in conformity with the spirit of the existing policies set by the academic community.

### **SECTION 1. GENERAL DIRECTIVES**

All students enrolled in any collegiate academic units and senior high school shall familiarize themselves with the contents of the Student Handbook. Ignorance of the provisions stated herein shall not excuse any student from stipulated sanctions.

- A. Each student enrolled in the college shall be issued an official identification card with a computer registered student number which is valid as long as they stay connected with the college. The ID shall be worn at all times.
- B. All students shall show courtesy to college officials, faculty members, staff, security guards and co-students.
- C. All students shall present themselves for each class equipped with all the materials required. Pen, paper and notebook to be used shall be the student responsibility.
- D. All students are encouraged to attend religious activities sponsored by the college.
- E. The College does not approve of or recognize fraternities and sororities and their initiation rites. This especially holds true for hazing of any kind or the involvement

of students in such illegal practices. Any student found to be involved in such activities shall be expelled from the College.

- F. Colegio de Santo Cristo de Burgos is a smoke-free and liquor-free campus. Students shall not be allowed to smoke or drink alcoholic beverages within the school premises or at any place while in uniform. Smoking and drinking in campus shall be considered major offenses.
- G. Upon admission to the college, the student shall be regarded as a responsible adult by college authorities. Hence, the obligation to keep parents/guardians updated of academic standing and consequences of excess absence or failure shall be the duty of the student. Notices thereof that may be sent by the college to parents/guardians are merely by way of courtesy.
- H. Students who have transferred residence or have changed their civil status shall inform the Office of Admission and Registration (OAR) in writing about this matter at the earliest possible time. Students shall be liable for any incorrect information on their ID, registration form, and other college documents. A letter sent to the written address shall be considered delivered.
- I. Gender specific areas shall be strictly off-limits to the opposite sex.
- J. No student activities shall be allowed beyond the curfew hour of 9:30 pm. The campus shall be cleared of all unauthorized persons by that time. Students shall go home immediately after the last class period in the evening.
- K. Printed announcements shall be allowed only on bulletin boards. Walls shall not be used as bulletin boards. Printed student announcements which need to be posted shall require prior approval of the Office of the Student Affairs (OSA).
- L. The College shall adhere to the CHED and Department of Education (DepEd) guidelines in the matter of suspension of classes.
  - 1. Undergraduate classes shall continue unless an announcement of suspension is made by the College President through their chosen media. This announcement shall be made before the first class in the morning.

2. In case the typhoon is announced in the middle of the day, undergraduate classes shall continue, unless an announcement of suspension is made by the College President.
3. If Typhoon Signal No. 2 is hoisted before the beginning of classes in the morning, graduate and undergraduate students shall come to class unless informed otherwise by the Commission on Higher Education (CHED) through radio and television.
4. If Typhoon Signal No. 3 or 4 is up, the campus shall be closed. All activities shall be suspended.
5. In cases of severe flooding, the College President shall suspend classes even in the absence of a typhoon signal. The same shall apply in case of transport strikes.
6. Remedial, removal or special classes are organized for missed classes only and shall be subject to prior approval from the College Dean.

## **SECTION 2. ADMISSION**

Enrolment in Colegio de Santo Cristo de Burgos presupposes acceptance of all rules and regulations, which have been, laid down to secure an optimum condition for the students' personal, intellectual, social, and spiritual growth. The following are admission procedures and requirements during enrollment:

### **A. New Students**

Junior and Senior High School graduates who have not enrolled in any Senior High School Strands or Collegiate course, respectively, and seeking admission to the College shall present the following documents to the Office of Admission and Registration for checking and verification:

1. School Report Card or Form 137
2. Certificate of Good Moral Character
3. Photocopy of Birth and Baptismal Certificates

4. Three copies of recent, identical photo (2x2)
5. Alien Certificate of Registration (ACR) for Foreign Students

The office shall provide the students an application form which they shall fill up after verification of entrance credentials.

All students seeking admission to the College shall take an entrance examination administered by the Guidance Center. After paying the examination fee to the Cashier, they shall take the test and afterwards get a certification of test results from the Guidance Center on a specified date. This certification is one of the credentials required for admission by the OAR.

Upon submission of the requirements and testing, students shall wait for confirmation of their admission from the Office of Admissions and Registrar via e-mail or phone call. If admission has been approved, the student may procure their registration form, list of subjects and schedule from the office.

## **B. Transferees**

Transferees from other colleges and senior high school seeking admission to the school shall present the following documents for checking and verification:

1. Certified True Copy of School Records or Transcript of Records
2. Transfer Credentials
3. Certificate of Good Moral Character
4. Photocopy of Birth and Baptismal Certificates
5. Three copies of recent, identical photo (2"x2")
6. Alien Certificate of Registration (ACR) for Foreign Students

Certificates and other records with transfer eligibility clauses duly signed may be accepted as transfer credentials upon approval of the Registrar. Transferees who file their application for admission after the date indicated in the academic calendar shall

not be considered for acceptance. An application form to be filled up by the transferee shall be provided by the OAR.

1. All transferees seeking admission to the College shall take the entrance examination administered by the Guidance Center. After paying the examination fee to the Cashier, they shall take the test and afterwards get a certification of test results from the Guidance Center on a specified date. This certification is one of the credentials required for admission by the OAR.
2. All transferees shall be interviewed by the Academic Dean and the Department Head of their chosen program.
3. No transferee shall be accepted unless he/she has passed at least seventy-five percent (75%) of the load in the previous semester.
4. A transferee shall be considered officially registered only after he has completely complied with all the requirements for registration and has paid in full, or has made arrangements to pay on installment basis, the tuition and other fees for the semester.
5. A transferee shall automatically be on probation for one (1) semester upon acceptance and shall only be allowed to take a maximum of fifteen (15) units. Additional units shall be subject to the approval of the college dean concerned.

Upon submission of the requirements and testing, students shall wait for confirmation of their admission from the Office of Admissions and Registrar via e-mail or phone call. If admission has been approved, the student may procure their registration form, list of subjects and schedule from the office.

## **SECTION 3. REGISTRATION**

### **A. Procedures and Fees**

Students shall register and pay all required fees on registration days specified in the academic calendar. Interested persons may obtain a copy of the registration procedures from the OAR on or before registration time.

### **B. Issuance of Identification Card**

A new student shall secure an identification card from the OAR who shall assign him a student number. This card shall be used in all dealings and transactions the student shall make with the College.

1. Old students shall present their Certificate of Matriculation (COM) for the current semester for the OAR to validate their IDs.
2. Students shall always keep their registration and ID cards. Reissuance due to loss shall be subject to a replacement fee.
3. Upon acceptance, new students shall be issued an ID number by the OAR.
4. They shall then go next to the IT Staff for picture taking.
5. They shall claim their completed and validated IDs at the OAR.

### **C. Late Registration**

Late registration by students is being discouraged by college authorities since it shall result in class absences and additional fees.

1. Classes shall start promptly on the first day as scheduled in the school calendar.
2. Students shall be charged with a late registration fee if they enroll after classes have started.

### **D. Changes in Registration**

Within one (1) week after classes have started, any change in registration, whether dropping or adding of subjects, shall be requested using the official form available at the OAR.

1. Any change in registration shall be approved by the Dean of the College where the student is enrolled.
2. The change is subject to the following conditions:
  - a. A fee per subject shall be imposed on any addition or dropping, payable upon application for change.
  - b. Changes shall be entertained only if made not later than one (1) week after classes have started. Any change after the prescribed period shall not involve any refund or reduction in tuition fees.
  - c. Changes in subject load upon the advice of the college authorities shall be free of charge
3. Once a student is enrolled, it is understood that one is enrolling for the whole term. If they leave the college within the semester, they will be charged the corresponding tuition fee in accordance with the following schedule:
  - a. Within first week from opening of classes – 10% of total amount due
  - b. Within second week from opening of classes – 20% of total amount due
  - c. Within the third or fourth week from opening of classes – 50% of total amount due
  - d. After the fourth week from opening of classes – 100% of total amount due

#### **E. Cross Enrollment / Registration**

Students from other schools may register at Colegio de Santo Cristo de Burgos upon the written request of their respective institutions. Students officially enrolled at CDSCDB shall not be allowed to cross-enroll in other schools without the approval of the Registrar and duly recommended by the Dean of the College where they are enrolled.

### *Cross Enrollment Restriction*

Only students who are candidates for graduation during the term shall be allowed to cross enroll in another school provided that subject deficiency is not offered in the home school. Non-graduating or irregular student due to transfer or change in curriculum may be allowed to cross enroll on a case-to-case basis subject to the approval of the Dean/Principal and Registrar.

### *One School Policy*

In keeping with CHED guidelines, no student shall be allowed to enroll in two schools, i.e., both enrolled in the home school and another school or cross enrolled in two different schools.

### *Choice of Schools*

The school through the Dean and Registrar reserve the right to disapprove any school chosen by the student for cross enrollment.

### *Conflict of Schedule*

In case of conflict in schedule between a major and minor subject, the minor subject may be cross enrolled, or the student may request for the offering of such subject.

## **F. Change of Personal Information in Registry**

Students who have transferred to have change in personal information such civil status should immediately inform the Registrar's Office in writing about the matter. Supporting documents shall be included in the letter upon submission. Students are held liable for any incorrect information in their Registration Form and other school documents.



## SECTION 4. STUDENT CLASSIFICATION AND LOAD

### A. Regular Students

Regular students are those enrolled officially and carry the regular load corresponding to their respective curricula. They are classified with reference to their four-year courses for college and two-years course for senior high school.

#### *For College*

1. Freshmen (I) – those who have finished less than 25% of total units required for graduation
2. Sophomores (II) – those who have finished 25% to 49% of total units required for graduation
3. Junior (III) – those who have finished 50% to 74% of total units required for graduation
4. Seniors (IV) – those who have finished 75% or more of the total units required for graduation

#### *For Senior High School*

1. Grade 11 – Those who have finished less than 50% of total units required for graduation
2. Grade 12 – Those who have finished 50% or more of the total units required for graduation

### B. Irregular Students

Irregular students are those who carry an academic load less than that prescribed by their respective curricula.

### C. Subject Loading

- a. No undergraduate is allowed to take more than the number of the units specified in the curriculum year in which he/she is enrolled.

- b. A student in the senior curriculum year may be allowed to carry an overload provided that such overload shall be approved by the College Dean / Principal and the student is deemed capable of coping with the requirements.
- c. The College follows the policy of “Selective Progression” which connotes that students’ load is reduced to the number of failures incurred in the previous semester.
- d. Physical Education subject must be taken along with the academic subjects in the curriculum year assigned.
- e. Students under academic probation or “UAP” shall follow the mandated load as prescribed in the Retention Policy

## SECTION 5. SCHOLARSHIPS & FINANCIAL ASSISTANCE

CDSADB seeks to provide promising youth with scholarship aid. Toward this goal, the college would apply eligible applicants to scholarships from different agencies or private individuals.

- A. Scholarship Grants.** Students who would like to avail of a scholarship grant shall apply for it.
1. Application forms are available at the Office of Admissions and Registrar.
  2. It is understood that the college expects her scholars to live up to the hope and confidence entrusted to them. Unbecoming behavior, irregular attendance in classes and poor academic performance shall be sufficient causes for loss of scholarship, financial assistance, and all privileges attached thereto.
  3. The OAR shall evaluate the eligibility and requirements of every beneficiary at the end of each semester. Whenever necessary, it may recommend the discontinuance of the grant at any time if the scholar fails to comply with the

requirements of the study grant. A notice shall be given to the student within a reasonable period prior to the withdrawal of the study grant.

4. A student who has been the subject of disciplinary action of any kind shall be automatically disqualified to receive scholarship or financial assistance, regardless of academic achievement.

## **B. Student Financial Support Program**

The Student Financial Support Program is financial assistance of the College to help financially deprived but deserving students to pursue a college education. Recipients of the grant are required to render service as Student Assistant in different offices or departments of the College.

To ensure academic efficiency and promote the physical well-being of the grantees, they should carry not more than 18 units during the regular semester and 6 units during summer. Grantees are required to maintain a weighted average of 2.50 with no grade lower than 2.50 in any subject. Scholastic grades shall be evaluated every semester. Shifting, of course, major, and dropping off any subjects shall be approved by the College Dean.

## **SECTION 6. RETENTION POLICY**

CDSCDB endeavors to maintain a high standard of academic achievement. A student who falls short of this standard shall be warned, placed on probation, or dismissed from the college.

- A. **Warning** – for students who, at the end of the semestral term, fail or drop 25-49% of the total number of academic units for which they are registered
- B. **Probation** – for students who, at the end of the semester, fail or drop 50-74% of the total number of academic units for which they registered. For students on warning and on probation, only a limited number of subject loads may be taken in a semester, which would be based on their overall GPA. Additional units may be

allowed upon approval of their respective college dean. Students on probation for two (2) consecutive semesters shall be dropped from the college, unless otherwise provided in their college retention policy.

- C. **Dismissal** – for students who, at the end of the semestral term, fail or drop 75% or more of the total number of academic units for which they are registered; or those students under academic probation who, at the end of the succeeding semester, fails in 50% or more of the total number of units enrolled shall be dropped from the school registry.
  - a. A student dismissed from any collegiate unit of the college shall not be admitted to another unit unless, in the opinion of the College dean, their natural aptitude and interest in another field of study may qualify them in the proper college.
  - b. A student dismissed from one (1) collegiate unit and re-admitted to another, and who again fails or drops at 75% of the total number of academic units for which they registered shall not be re-admitted to any College of the institution.
- D. **Permanent Disqualification (Non-Readmission)** – for students who, at the end of the semester fail or drop 100% of the total number of academic units for which they are registered. They shall be permanently barred from re-admission to the college.
- E. Dropping of subjects due to illness or other reasons considered valid by the College Dean (in which case the Dean shall write “excused” on the student’s dropping form) shall not be counted in the percentage of subjects dropped by the student
- F. Students who discontinued their studies due to various reasons are to file their official leave of absence (LOA) to their respective deans, who in turn will inform the OAR of such filing. Conditions of the LOA are to be documented and filed in the Dean’s Office and will serve as reference when the students finally return to the college.

## SECTION 7. ATTENDANCE

For a student to gain scholarships or the minimum competencies or skills needed to pass any course in the college, a student must be able to attend at least 80% of the total number of hours for the course.

### 1. Absences

A student shall be marked absent if they are not physically present in the class venue. The reference point for counting the absences of students shall be officially declared first day of classes by the college.

- a. All students who come after the first day of classes, whether they have registered long before or late enrollees, shall be considered absent for the classes they have missed. These absences shall be counted against them.
- b. Students attending classes after an absence in the class shall be required to secure an admission / excuse slip from their respective deans
- c. All reasons for an absence must be supported by a letter signed by a physician in case of serious illness, or by the head of the family or guardian. This shall be acknowledged by the instructor who shall indicate whether the absence is excused or unexcused.
- d. The college, through the faculty, has the right to request the school physician to examine any students who claims sickness as a reason for absence even if the sickness is certified by an outside physician.
- e. All work covered during the absence shall be made by the satisfaction to the satisfaction of the instructor within a reasonable time.
- f. Students issued admission / excuse slips for whatever reason shall still be marked absent during that day and such shall still be counted against them. The excuse slips only allow students to make up on missed lessons and activities for the class and is not considered as a substitute for attendance.
- g. Instructors shall warn the students about their irregular attendance and must submit to their college dean / SHS Principal an attendance report on

students who have incurred a number of absences worthy of warning. The College Dean / SHS Principal, in turn, shall notify the parents of the student involved. (3 consecutive absences or 5 accumulated absences)

- h. A student shall be dropped unofficially from the course once the maximum number of allowable absences have been exceeded:
  - a. For a 2-unit subject – 8 hours
  - b. For a 3-unit subject – 12 hours
  - c. For a 5-unit subject – 20 hours
  - d. For a 6-unit subject – 24 hours

An appeal may be done by filing a petition to the SHS Principal or College Dean, which would then be discussed with the faculty member involved. A valid reason must be provided to be given due to consideration. Otherwise, the student shall then be marked as “Failure due to Absence” or FA.

## **2. Tardiness**

A student shall be marked “tardy” if he arrives in the classroom within the first fifteen (15) minutes after the class has started, and “absent” if he arrives after the first fifteen (15) minutes of the class. He is given a 15-minute grace period for a 1 ½ hour class and a 30-minute grace period for a 3-hour class.

- a. A student who incurs three (3) tardy marks are equivalent to one (1) absence
- b. A student who leaves the classroom without permission shall be marked absent.
- c. Tardiness between periods is considered an offense and shall be reported to the Disciplinary Committee.

### 3. Attendance in Official Student Activities

Students are encouraged to attend all co- and extra-curricular activities held on the campus particularly religious activities such as masses, novenas, recollections, and retreats. Seminars/symposia shall be attended and participated in by the students who belong to the department sponsoring such activity.

To ensure the attendance of students in activities, the Office of the Student of Affairs will provide an activity card to all college students through the club moderators for all club members. The card will be filled out by the students who will attend the activities to be signed by the sponsoring organization representative. At the end of the semester, the card will be submitted to the Office of Student Affairs for clearance purposes.

For co-curricular activities, students will be asked to fill out an activity sheet that contains the nature of the activity and the comments or suggestions for further improvement.

## SECTION 8. WITHDRAWAL

### A. Withdrawal from Subject/s

Dropping of subjects is allowed only for legitimate reasons within the prescribed period set by the Registrar's Office. A fee is imposed for any change of subject/s made except for dissolve subjects. A student who officially drops his/her subject/s within the period prescribed by the office of the Registrar is given a mark of "W".

#### 1. Conditions for Withdrawal

- a. Any student may apply for withdrawal from a subject/s, provided that they are officially enrolled in the subject.
- b. Application for withdrawal would only be allowed within the prescribed period, i.e., prior to the midterm examination of the subject. A student who decides to withdraw from a subject after the midterm examination will only be allowed to do so if a justifiable /

valid reason is provided, as to be determined by the College Dean / Principal and the Registrar; otherwise, they shall be given a failing grade instead.

- c. A student is not allowed to drop a subject after he/she has exceeded the allowable number of absences. A failing grade due to excessive absence is given otherwise.

## 2. Procedure for application

- a. Submit a written request for withdrawal of a subject in triplicate to the Dean's / Principal's office (See Appendix F). The parent's or legal guardian's name and signature must be present in the letter to be submitted.
- b. Consult with Guidance Counsellor for academic advising and course flow instruction
- c. Secure and fill up the withdrawal form from the Office of Admissions and Registrar. Secure clearance from all the departments concerned and pay corresponding processing fees at the cashier.
- d. Submit four (4) copies to the OAR.

## B. Leave of Absence

A leave of absence (LOA) may be granted to any student prior to their program's preliminary examination for any valid reason without necessarily losing the privilege of re-enrollment within the approved time duration of the application.

### 1. Conditions for LOA

- a. Student is in good academic standing at the time of request
- b. Student has no pending case of misconduct or misdemeanor as defined by the student discipline policy



- c. The approved LOA is only valid for a maximum of one (1) academic year. In case where an extension is sought, an approved petition is required subject to the approval of the Dean / Principal.

## 2. Procedure for filing a LOA

- a. Submit a written request for leave of absence to the Dean's / Principal's office (See Appendix F). The parent's or legal guardian's name and signature must be present in the letter to be submitted.
- b. Consult with Guidance Counsellor for academic advising and course flow instruction
- c. Secure and fill up the LOA form from the Office of Admissions and Registrar. Secure clearance from all the departments concerned and pay corresponding processing fees at the cashier.
- d. Submit four (4) copies to the OAR.

## C. Withdrawal and LOA Policy

1. Once a student is enrolled, it is understood that one is enrolling for the whole term. If they leave the college within the semester, they will be charged the corresponding tuition fee in accordance with the following schedule:
  - a. Within the 1<sup>st</sup> week of class: 10% of the total amount due for the entire semester.
  - b. After the 1<sup>st</sup> week of class: The student shall be charged 100% of the total amount due for the entire semester.
2. A full amount paid shall be made if a student withdraws during the enrolment period before the opening of classes, except for the registration fee, which is non-refundable, and a certain amount for processing

3. No refund shall be made after the prescribed period set by the College and/or if the withdrawal is not done in writing.
4. Verbal notice is not sufficient.
5. The above charges shall hold true regardless of their attendance. As the authorization to attend that class has been provided to the student during the period, negligence by the student to attend shall not be considered as valid reason to contest the policy.
6. For purposes of determination, the day of a student's submission of their written notice of withdrawal shall be considered the date of withdrawal

## **SECTION 9. SHIFTING COURSE PROGRAM**

A student may shift to another program, subject to the following guidelines

1. Shifting is transferring from one program to another in the same level. Thus, a student in a Senior High School Strand may not shift to a college degree program, and vice versa.
2. A student may shift programs for a maximum of two (2) times for the duration of their stay in CDSCDB.
3. A student may apply in writing a letter of request to shift to their desired program / strand. This shall be addressed to both the head of their current department and to the department of their chosen program.
4. This application is subject to the approval of the Dean / Principal. Once approved, the student's transcript of record would then be forwarded to the department head of their chosen program for evaluation and subject loading.
5. Upon successful evaluation of the student's record, the list of subjects that the student may be able to take will be submitted to the registrar.
6. Enrollment shall then be processed in the registrar's office and processing charges shall be paid at the cashier.

## SECTION 10. EXAMINATIONS

- A. Schedules of preliminary, mid-term, and final examinations are found in the school's academic calendar. Room assignments are normally posted on bulletin boards two (2) weeks in advance of the examinations. Students with examination schedule conflicts shall notify the instructors concerned about this matter immediately.
- B. There shall be an activity ban or suspension of student activities four (4) days before mid-term examinations, one week before final examinations, and on examination period itself. This is meant to enable students to give full attention to their academic duties during such period.
- C. A student shall not be allowed to take any major examination without first presenting his examination permit or a promissory note issued by the Accounting Office two (2) weeks before the scheduled date of examination.
- D. During examinations, students shall not leave their assigned places without the permission of the faculty member or proctor-in-charge. Examination papers/booklets and other necessary papers shall be distributed to students in the examination room only.
- E. Talking during examinations, possession of textbooks notes of any kind (unless authorized), giving or receiving information using the cellphone, or any attempt at communication shall render the offender liable to dismissal from the college.
- F. When a student has completed his/her examination, he/she shall submit his/her paper to the faculty member or any of the proctors.
- G. Students shall not be allowed to act as proctors
- H. Instructors shall not be obliged to give special or late examination to a student who fails to take the examination at the regular scheduled time, regardless of the reason, except grave illness or upon a written request approved by the Dean of the College concerned.
- I. Students caught cheating in any examination; test or quiz shall be penalized with a grade of 5.00 in the subject and shall be dropped from the class itself. Passing any

assigned report, term paper, case analysis, reaction paper, and the like as one's own work when in fact merely copied from another is also punishable as stated (in addition to the proper sanction imposable by the College Discipline Board (CDB).

- J. The student who fails to take the periodic examination on a schedule should take the examination within the period of two weeks, otherwise, he gets a failing mark for the exam not taken.
- K. No student is allowed to take an exam earlier than scheduled for any reason, unless approved by the College Dean / High School Principal.

***Behavior during Examination***

- 1. A student must be in complete uniform when taking the exams.
- 2. Whenever the student is caught cheating in “*flagrante delicto*” (in the act of), the professor/instructor in charge of the examination shall immediately confiscate the test paper and any evidence of cheating. The professor/instructor henceforth submits a written report to the College Dean / High School Principal, who in turn shall conduct a summary investigation. Should the student be found guilty, the following penalties shall be imposed accordingly:

1 <sup>st</sup> Offense	A grade of 5.0 for the exam and suspension
2 <sup>nd</sup> Offense	Marked as Failed / 5.0 for that subject
- 3. The parent/guardian of the said student found guilty should be informed of the case and the official action taken regarding

**SECTION 11. GRADING SYSTEM**

The CDSCDB Grading System shall serve as the guide of the faculty in all units for the computation of students' grades. The ratings for students represent the average cumulative grade for all recitations, quizzes, examinations, and other required activities. As a rule, students should know how they are graded. Therefore, it shall be

the responsibility of the faculty to thoroughly explain the grading system to them at the beginning of each term.

### 1. Computation of Grades (Undergraduate)

The averaging system of computing final marks or grades is used. The final grade in a subject is the average of the three periodic grades. The three (3) grading period consists of the preliminary period, the midterm period, and the finals period. Each grading period shall be computed based on the following:

#### 1. For Non-Laboratory Subjects:

a. Class standing (quizzes, assignments, activities, report, term paper, case analysis, reaction paper, recitation, etc..)	-60%
b. Major examination	-40%
	Total 100%

#### 2. For Laboratory Subjects:

a. Lecture (Theory)	-60%
b. Laboratory (Application)	-40%
	Total 100%

#### 3. In computing for the Final Grade, the following weights are to be used

a. Midterm Period Grade	40%
b. Final Period Grade	50%
c. Attendance and Department	10%
	Total 100%

*Note. The grading system used would change depending on the updated system agreed upon by the Board of Education and its faculty members, and as recommended by the Department of Education and Commission on Higher Education.*

#### 4. Transmutation of Grades to the CDSCDB Rating System

Percentage	Grades in Decimals	Verbal Interpretation
98-100	1.00	Excellent
95-97	1.25	Superior
92-94	1.50	Very Good
89-91	1.75	Good
86-88	2.00	Very Satisfactory
83-85	2.25	Satisfactory
80-82	2.50	Fairly Satisfactory
77-79	2.75	Fair
75-76	3.00	Passed
*74 and below	5.00	Failure / Dropped Unofficially
	6.00	Dropped Officially
	8.00	Exempted
	9.00	In Progress
	W	Withdrawn
	FA	Failure due to Absences

#### **In-Progress (IP) Grade**

An In-Progress (IP) grade for unfinished work may be given but only to subjects that require practicum, internship, and degree papers. An IP grade must be accomplished within a year.

The student shall receive his/her grade upon payment of the prescribed fee at the Finance Office after which a completion form secured from the Office of Admission and Registration shall be accomplished. In cases when the subject teacher is no longer affiliated with the College, the Department Head concerned shall assume the responsibility of giving the grade.

## SECTION 12. GRADUATION

A. Only students who have successfully completed all subjects in their curricula, settled financial accountabilities and disciplinary actions, if required, shall be eligible for graduation. Students may not participate in any commencement activity unless all curriculum, financial, and disciplinary requirements are completed.

B. To qualify for graduation with honors, the student should have:

1. Obtained a general weighted average falling within the scale below from first to fourth years:

1.00 -1.25	Summa Cum Laude (No grade lower than 1.25 in any subject)
1.26 -1.50	Magna Cum Laude (No grade lower than 1.50 in any subject and with residence of at least three years immediately preceding graduation)
1.51 -1.75	Cum Laude (No grade lower than 1.75 in any subject and with residence of at least three years immediately preceding graduation)

2. Completed in CDSCDB at least 75% of the total academic units or hours for graduation.
3. No failing grade in any subject (in CDSCDB or in another school) prescribed by the curriculum and must have been in residence for at least two (2) years immediately prior to graduation. In computation of the final average of student who are candidates for graduation with honors, only resident credits shall be included. No failing grades in Christian Education, Physical Education, and National Service Training Program but the grades in these non-academic subjects required by the curriculum shall not be included in ground that a failing grade in one of these subjects is the computation of the general average. This rule is based on the result of either disciplinary action, such as dropping for excessive absences, or a lack of concern for subjects required by the curriculum.

4. Carried no less than the normal load prescribed by the curriculum every semester for the course he is taking except in the case of a working student, or in case he is prevented by circumstances not of his making from carrying the normal load.
  5. No history of any disciplinary action whatsoever.
  6. Candidates for Honors must show exemplary conduct indicative of strong moral values and consciousness. They must have shown not only academic excellence but also involvement in co-curricular activities and community involvement programs.
  7. All unit requirements for the course must be completed within the prescribed length of years.
- C. Other special awards may be given to graduating students as determined by the Board of Education.

### **Leadership Award**

A leadership Award is an honor granted by the school to a graduating student who meets the following criteria:

- 3.1 He/she must have resided in the College for eight (8) consecutive semesters.
- 3.2 He/she must be graduating not necessarily with honors but with good grades, with no failing mark.
- 3.3 He/she must be outstanding in leadership abilities, co-curricular and extra-curricular.
- 3.4 He/she must be an active participant in the implementation of the institutional goals.
- 3.5 He/she must have shown exemplary behavior during his/her entire stay/residence in this school.



### Service Award

This is awarded to a graduating student who has rendered services to the school during his/ her stay in this college.

1. He/she must be an active participant in the implementation of the College's Educational Thrust and Institutional Goal through involvements in its programs for community building.
2. He/she must have shown excellent behavior without disciplinary offense/record.

D. Graduates may also be awarded special honors for excellence in their major field based on criteria determined by each academic unit.

## **SECTION 13. UNIFORM & IDENTIFICATION CARD**

### **Rationale/ Benefits of Wearing the Uniform**

The uniform primarily serves as an instrument of instilling school discipline and school pride. Wearing a Burgosian uniform signifies membership in the Colegio de Santo Cristo de Burgos community and adherence to school policy. The uniform shall be worn with pride and taken into account that the wearer represents the school, mindful that proper decorum is observed at all times, whether in or out of the college premises. The uniforms also serve as a security measure and help ensure a safe and secure learning environment by deterring outsiders from venturing inside the college without permission.

### **Uniform Policy**

Students from all undergraduate units are required to wear the uniform and IDs when entering the college. Students not wearing the prescribed or wearing incomplete uniform will not be allowed entry into the college premises unless they are issued an admission slip.

## Implementation

1. Students who fail to present their ID Cards and not in proper uniform are to be denied entry into the college. Appeals due to special circumstances may be coursed through the Office of Student Affairs Center.
2. Students are not allowed to alter or modify the existing design of the uniform. They are also advised not to wear "ill fitting" uniforms.
3. Students attending practices within the day or are engaged in activities that require civilian clothes are advised to bring their civilian clothes to school, wear them when needed and then wear the prescribed uniform when attending other classes.
4. Student Assistants are required to be in prescribed uniform while serving their assigned units.
5. Should a student gain entry wearing civilian clothes and is able to attend classes, teachers are to mark the student absent for that day and report it to the SAC. In no instance shall a student who has gained entry into the classroom be sent home before the end of his/her classes.
6. Area specific uniforms are to be worn in their designated areas only. Chef's uniforms and PE uniforms are to be worn in the HRM labs and PE classes respectively. Students are to change to standard uniform when attending other classes. Violators are marked absent by their teachers for that day and reported to the College dean or SHS Principal. In no instance shall a student who has gained entry into the classroom/laboratory/ PE site be sent home before the end of his/her classes.
7. Batch shirts/ college shirts/ org. shirts are to be worn on special occasions only. The SAC and the OVPAF are to be informed beforehand of such occasions that require the wearing of the above-mentioned shirts.

## **A. The Identification Cards**

1. The ID must be always worn in campus with the corresponding ID lace or any "neutral" ID lace. Upon request, one must present this to college officials or authorities when entering the school premises. Failure to present one's ID when requested by college authorities' means one is considered an intruder and may be required to leave the school premises.
2. The ID card is the primary instrument of campus transactions, such as borrowing books from the Library, borrowing equipment from the IMC or the CHK, seeking medical aid from the Medical and Dental Clinics, and requesting credentials from the OAR.
3. The loss of an ID card should be reported immediately to the OAR who shall authorize the release of a new ID card upon payment of required fee to the Cashier. Loss of an ID shall require the student to present an affidavit of loss from a notary public before applying for a new ID. In case of recovery of lost ID, the surrender of such to the OAR shall allow the student to cancel one record loss.
4. During the term for which the student is enrolled, one must present one's ID card to the OAR at the beginning of each semester/summer to be countersigned in an appropriate space provided behind the card. An ID card not countersigned is considered null and void. The carrier shall be considered an intruder and shall be required to leave the school premises.
5. When a student's ID is confiscated due to violation of a campus rule, the student shall claim it at the Dean's / Principal's Office within twenty-four (24) hours and after being clarified on disciplinary measure to be undertaken in accordance with violation committed. If yet unclaimed after the given period, the student then shall face the consequence of another offense.

## **B. The Uniform**

1. All students shall wear their standard uniform for their respective courses from Mondays to Saturdays
2. For women
  - a. Only black flat or heeled shoes, only pumps or closed shoes are allowed. No open-toe, open-side or open-heel shoes. No sandals, slippers, clogs, step-ins, dancing or sport shoes.
  - b. Loud-colored hair dye and spike hairdo are not allowed.
  - c. Wearing excessive make-up is also discouraged.
3. For men
  - a. Footwear is black leather shoes with black socks. Earrings, visible body piercing, and bull caps are not allowed in campus.
  - b. If they wish their hair to be longer than the usual length, it should reach only their nape, not their shoulder.
  - c. Loud-colored hair dye, spike, or "tomahawk" hairdo is not allowed.
4. Physical Education Uniform are to be worn during P.E. classes. Students are not allowed to wear their PE uniform during their regular academic classes.
5. Real or costume jewelry may be worn for social gatherings, but it shall be discouraged in campus, esp. when in uniform. A simple wristwatch shall do.

## **C. Uniform Exemption**

1. Only working students, cross enrollees, and those enrolling supplemental subjects, with at most 12 units enrolled may apply for uniform exemption at the Dean's / Principal's Office and when found qualified, they shall be issued a Uniform Exemption Card (UEC). Beyond the deadline set for application for exemption, no application shall be accepted.
2. Those exempted from wearing the uniform must comply with the following dress code:

- a. For women, the following are not allowed: a) faded or torn denims b) sleeveless, see-through or hanging blouses c) plunging necklines, d) spaghetti straps e) short pants f) micro-mini skirts and g) slippers
  - b. For men the following are not allowed: a) faded or torn denims b) short pants c) slippers
3. Muslim and other non-Christian students are allowed to wear headdresses within the buildings as their faith may require.
3. Wearing of inappropriate campus attire is considered a minor offense.

#### **D. Enforcement**

Old and new students must be in proper uniform from the first day of classes. All security guards on duty are the primary enforcers of the rules on uniform, ID, and campus discipline. All administrators, faculty members, and staff shall likewise assist in enforcing them. Officers of the Supreme Student Council, Local Student Councils, and College-wide organizations are tasked to assist as well. The IDs of violators may be confiscated by said authorities and turned over to the Dean's / Principal's Office. Violators shall undergo proper disciplinary action.

### **SECTION 14. SOCIAL NORMS AND GENERAL BEHAVIOR**

All students of the College shall be treated with respect. As such, they are expected to always act as mature Christians, whether on or off campus, showing respect for authority, for the rights of fellow students, and for the noble name of the College. Student organizations must remind their guests that decent and proper behavior is expected of them when in the CDSCDB campus. To ensure an atmosphere conducive to formation of Filipino Christian men and women, and to maintain order necessary for the common good, students are expected to adhere to the following norms:

- A. In all dealings with administrative officials, faculty members, and staff, the usual norm of politeness and etiquette shall be observed. Administrators,

faculty members, and staff, in their obligation to exercise judgment of good parents, in loco parentis, may call attention of students who display unbecoming behavior in campus or during officially sanctioned college activities outside campus.

- B. Students who do not observe ordinary classroom procedures or those guilty of disrespectful conduct shall be sent out of class. Such students must then report to the Dean / Principal of Students. A student sent out of class must carry a written note from the Dean / Principal of Students authorizing him to reenter class at the next meeting. Students absent for reasons indicated here are to be marked "absent" for all sessions missed. Persistent occurrences of this type of behavior shall render the student liable to being asked by the Committee on Student Discipline (CSD) to discontinue attending class, with a grade of 5.00 for that subject.
- C. Boisterous conduct, whistling, running, or any action by students which tends to distract other students with ongoing activities in class are prohibited.
- D. The whiteboard and marker, blackboard and chalk are to be used for instructional purposes only. No student shall be allowed to use them for any other purpose except as stipulated.
- E. Feet should be kept off furniture and walls. Equipment shall be handled with reasonable care and properly restored.
- F. Smoking and eating in the classroom are prohibited.
- G. It is expected that respect and deference be shown to all in campus. The usual norms of etiquette, as well as posted directions, shall be carefully observed in classrooms, in libraries, canteens, in dealing with administrative and office personnel, members of the faculty and the staff, co-students, and the security guards.
- H. It is unethical for anyone to make unfavorable remarks at the opposite sex.
- I. Exclusive areas which are marked accordingly (e.g., "ladies room"), are off limits to men, and vice versa.

- J. Healthy interaction with members of the opposite sex is encouraged by the College. However, acts or gestures which tend to offend other members of the community shall not be tolerated in campus.
- K. The College encourages student use of campus facilities for business meetings and for social, cultural, and recreational activities. It is understood that after use of such facilities, everything must be put back in order. At the same time, the College also holds that it has a corresponding right to deny use of facilities to those who are unable or unwilling to abide by school regulations.
- L. Any report of a student exhibiting unbecoming behavior shall automatically bring about an inquiry by the College Dean / SHS Principal.
- M. No student shall be allowed to participate in any outside activity, contest, play, band, orchestra, choir, conference, association, society, and group as a representative of the College or any of its recognized student organizations, without the authorization of the SHS Principal or the College Dean. Participation in such activities as individuals and not as representatives of the College is, of course, not part of this rule.
- N. Hazing or initiation of any kind which places the student in great risk of physical or psychological suffering or injury and which results to either temporary or mental disability and/or death is strictly prohibited. Such an act constitutes a major offense and is subject to disciplinary sanctions listed in this handbook.

The College is not responsible for actions of students who, on their own, without regard for the existing law and despite awareness of possible grave punitive sanctions, shall engage in such activities, either actively or passively.

Students threatened by hazing or initiation with the above said condition have an obligation to report this threat immediately to the Dean / Principal, or any official authority.

- O. Students shall attend their class regularly and punctually. They shall leave the classroom quietly and in an orderly manner. Students waiting to occupy a classroom shall do so quietly outside the room at most ten (10) minutes before the scheduled time. They shall enter only after the outgoing class has left the classroom entirely.
- P. When walking through corridors and hallways, and going up and down the stairs, students must always keep right to facilitate flow of human traffic.
- Q. Students with no classes or with vacant periods shall not be allowed to stay in the classrooms or corridors or sit on the stairs. They shall stay in libraries or in recreational areas in the campus.
- R. Students shall attend social functions sponsored by the College in clothing appropriate for the occasion. Every student shall conduct oneself in a manner becoming of a Burgonian lady or gentleman.
- S. It is always understood that students shall queue and wait for their turn in any office with which they transact business.
- T. Students are expected to properly use light and water. Lights and ventilation equipment are to be turned off properly when there are no classes. Specifically for air-conditioned units, only faculty members and other official authorities are allowed to turn them on and off.
- U. Shooting of films in campus for whatever purpose shall require special prior permission from authorities.
- V. The College reserves the right not to recognize any militant / political organization which it believes does not adhere to its philosophy of education and service, and participation in political affairs and governance. Those in the academic community who wish to be members of militant/political groups not recognized by the College may do so, provided membership is done in a private capacity and not as representatives of the College. Participation in rallies / demonstrations, when not sanctioned by the College, is done in a private capacity as well.



## SECTION 15. STUDENT DISCIPLINE

Values are the foundation of students' conduct and discipline in CDSCDB. The values integrated into every student are work ethics, professionalism productivity, and morality. Values Formation roots from the God-centered advocacy of CDSCDB to educate students about Christian moral values in thought and action. Developing a well-balanced lifestyle and holistic approach. Swift intervention to prevent misbehavior is use as disciplinary action to control the tendency of student to insinuate bad habits or wrongdoings. CDSCDB gives preventive measures and corrective actions in developing discipline inside the classroom and within the school campus.

Student discipline is maintained generally through an approach that is preventive in nature. The school shall take measures and institute programs that shall increase awareness and compliance to school regulations.

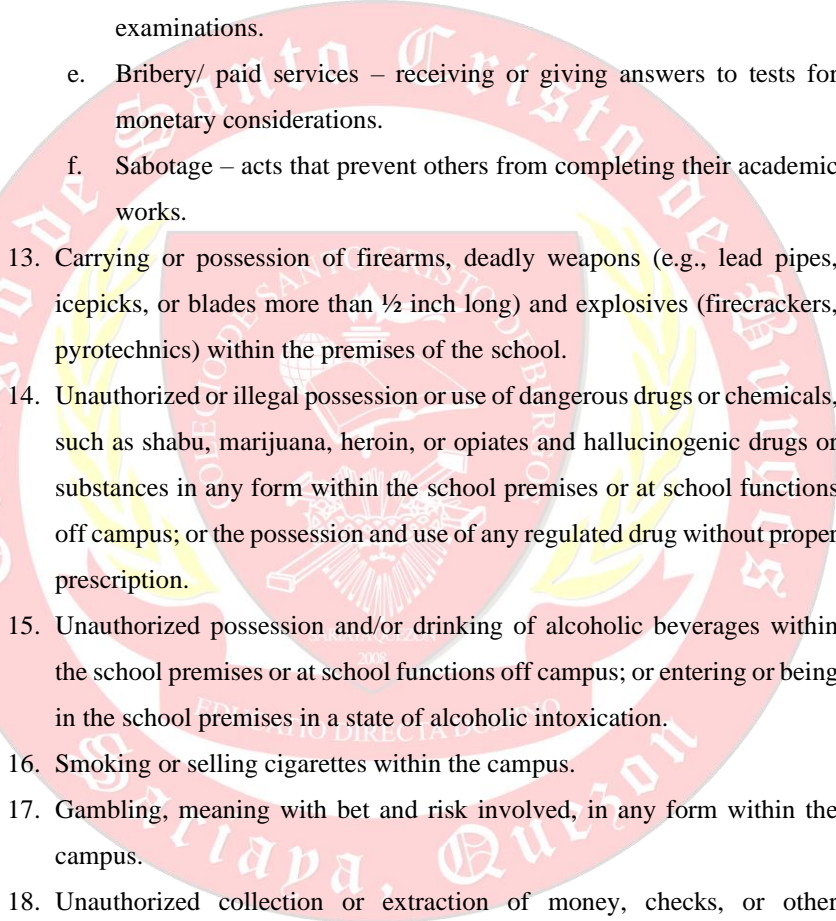
Enforcement of student discipline is primarily a function of the College Deans. Each individual department has its own Discipline Board (DB) (or its equivalent) to hear cases of students and follows the same procedure adopted by the Committee on Student Discipline.

Violations or infractions to student discipline are classified as either major offenses or minor offenses. Student discipline is an important facet in the maintenance of a safe, secure, and conducive learning environment for our students.

**A. Major Offense.** Gross acts of misconduct and immorality are considered major offense and the following are examples illustrating but not limited to such conditions:

1. Gross act of disrespect in word or in deed which tends to put any member of the faculty, administration, non-teaching staff, security, maintenance staff and students, or any person in ridicule or contempt.
2. Direct assault upon the person of any member of the faculty, administration, non-teaching staff, security, maintenance staff and students, or any person vested with authority.

3. Deliberate disruption of the academic function or a school activity which tends to create disorder, tumult, breach of peace, or serious disturbance.
4. Threatening another with infliction upon his person, honor, or property, or any act amounting to a crime, derelict, or wrong.
5. Acts of vandalism, destruction or loss of school property and any property belonging to any administrator, faculty member, non-teaching staff, student, guard, or visitor while in campus.
6. Aiding an outsider to gain entry into the school under false pretenses.
7. Proselytizing, defined as attempting to convert others to one's faith, by attacking or denigrating other people's practices and beliefs and by offering special inducements.
8. Acts that bring the noble name of the College into disrepute, such as public and malicious imputation of a crime or of a vice or defect, real or imaginary, or any act, omission, condition, status, or circumstance, tending to cause dishonor, discredit, or contempt to the name of the College.
9. Acts of lewdness, scandalous or inappropriate display of affection among members of the academic community.
10. Posing for pornographic media or display or distribution of pornographic materials within the College.
11. Conviction before any court for criminal offense involving moral turpitude against persons or property other than through reckless imprudence.
12. Acts of academic dishonesty – any form of cheating in relation to a formal academic exercise (admission, registration, examination, instruction, practicum, and graduation).
  - a. Plagiarism – malicious and willful adoption of or reproduction of creative works without due of the original source or author acknowledgement

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- b. Fabrication – falsification, creation, manipulation, or omission of data, information, citations in any formal academic exercise.
  - c. Deception – providing false information to any school authority in relation to a formal academic exercise.
  - d. Cheating – any attempt to give or obtain assistance during examinations.
  - e. Bribery/ paid services – receiving or giving answers to tests for monetary considerations.
  - f. Sabotage – acts that prevent others from completing their academic works.
13. Carrying or possession of firearms, deadly weapons (e.g., lead pipes, icepicks, or blades more than ½ inch long) and explosives (firecrackers, pyrotechnics) within the premises of the school.
  14. Unauthorized or illegal possession or use of dangerous drugs or chemicals, such as shabu, marijuana, heroin, or opiates and hallucinogenic drugs or substances in any form within the school premises or at school functions off campus; or the possession and use of any regulated drug without proper prescription.
  15. Unauthorized possession and/or drinking of alcoholic beverages within the school premises or at school functions off campus; or entering or being in the school premises in a state of alcoholic intoxication.
  16. Smoking or selling cigarettes within the campus.
  17. Gambling, meaning with bet and risk involved, in any form within the campus.
  18. Unauthorized collection or extraction of money, checks, or other instruments used as equivalent of money in connection with matters pertaining to the College
  19. Malversation of school funds.
  20. Stealing or any attempt thereof.

21. Habitual disregard or willful violation of established policies and regulations (commission of a third minor offense of any kind).

### **Sanctions**

- a. Probation with automatic suspension of not more than 21 school days in case of violation of conditions imposed thereof
- b. Punitive suspension for a period of not more than 21 school days.
- c. Dismissal from school
- d. Expulsion.

**B. Minor Offense.** A minor offense is one which merit warning or reprimand by the Dean of Students. However, commission of a third minor offense of any kind is equivalent to a major offense. The following are considered minor offenses:

1. Disturbing one's class or that of another.
2. Entering a class or breaking into a school function without the permission of the concerned authorities.
3. Disobeying school regulations, such as loitering in corridors during class hours, unauthorized use of whiteboard markers and writing boards, eating in classrooms, and parking of motor vehicles without proper stickers issued by the College.
4. Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from newsstands.
5. Staying in campus past curfew hour (9:30 pm) unless authorized.
6. Wearing inappropriate attire in campus.
7. Other offenses which disturb peace and order in the College unless properly classified as a major offense.
8. Disrespect for the Philippine flag and what it stands for by refusing to rise from one's seat when the Philippine National Anthem is played.
9. Smoking when in uniform even off campus.

10. Entering the campus without a valid school ID card.
11. Lending one's ID card or borrowing someone else's ID card.
12. Littering.
13. Conduct unbecoming of a young Christian and Filipino adult as stipulated in the Social Norms.

### **C. Procedures for Hearing of Complaints**

Complaints filed against students who may have violated rules and regulations are first referred to the individual College Discipline Boards (CDB) of each academic unit and resolved at that level.

If a case involves students from more than two (2) academic units and is a major offense in nature, the College Discipline Boards of the concerned units may reconstitute into a single committee as the Committee on Student Discipline (CSD) as recommended by the Dean / Principal.

The College Discipline Board is composed of three (3) members of the faculty of their respective colleges.

#### **1. Major Offense**

- a. The complaint or incident report shall be filed by the aggrieved party or by any person having direct knowledge of the commission of the act in question, or by the College.
- b. The respondent shall be notified in writing of the complaint filed against him/her together with a copy thereof.
- c. Should respondent fail to appear for initial hearing after due notice and without sufficient cause, this fact shall be noted, and the hearing shall precede ex-parte without prejudice to the respondent's appearance in subsequent hearing.

- d. As far as practicable, hearings shall be continually held the moment they begin. Postponements shall not be allowed except for justifiable reasons as ruled by the Chair.
- e. The CSD/CDB may continue to hear witnesses in the absence of the complainant, but the presence of the respondent shall be indispensable unless such right has been waived. For this purpose, such waiver shall be presumed when the respondent fails to appear despite notice.
- f. The CSD/CDB shall render a decision in writing and shall state the reasons for arriving at such a decision. Copies thereof shall immediately be furnished to all parties and to the Office of the Vice President for Academic Affairs, the Dean / Principal, the Registrar, and all concerned authorities.
- g. A copy of the decision, together with a copy of the complaint, shall likewise be filed in the student's folio and shall form part of his record. Any party not satisfied with the decision rendered may file a motion for consideration with the Office of the Vice President for Academic Affairs stating the grounds therefore, within five (5) days from receipt thereof. Provided neither party has availed of such remedy within the prescribed period, the decision of the CSD/CDB shall immediately become final and executory.
2. **Minor Offense.** The erring student shall be sent to the College Dean or SHS Principal for proper investigation, exoneration, or sanction. No student sent to the Dean / Principal for an offense shall be admitted to class, allowed to enroll, or to take his/her examination without clearance from the Dean / Principal.

#### **D. Summary Proceedings**

1. In case a respondent appears before the CSD/CDB and admits his/her guilt in writing during the preliminary inquiry and requests that the formal investigation be dispensed with, this fact shall be noted in the records and the Chair shall recommend to the CSD/CDB that formal investigation be dispensed with, and appropriate penalty be imposed. The penalty imposed shall be immediately executory and not appealable.
2. Notwithstanding the provisions of the foregoing rules, a Dean, and in his/her absence an Assistant Dean, may proceed summarily against students of his/her college in the following cases:
  - a. Violation of rules and regulations issued by the Dean of a particular college in consultation with faculty members.
  - b. Misconduct committed in the presence of a faculty member or any official of the college within its classroom or premises, or during an official function it sponsored.
3. The respondent shall be summoned to appear before the College Dean. They shall be informed of the charge against him/her and afforded the opportunity to present his/her side. Should respondent refuse to appear before the College Dean without sufficient cause, after due service of summons, such action shall be noted in the records and the appropriate sanction imposed. Decision taken shall be in writing, stating the grounds for which disciplinary penalty is imposed.

**E. Special Power of Security Guards.** Security guards duly hired by the school are granted special power to demand the presentation of the student's ID card in the following cases:

1. Participating in any rumble within the school premises.

2. Engaging in fisticuffs and other similar confrontation with students and/or student organizations, whether recognized or not, which results in heated confrontations.

Students caught *in flagrante* by the security guard during the above-related misconduct shall be preventively suspended immediately for fifteen (15) school days by their respective Deans. Cases shall be filed against them before the CSD/ CDB with the College as complainant and if found guilty, the appropriate penalty shall be imposed.

The security guard reports to the Dean of Students any student who willfully refuses to present his/her ID card when requested. They shall be summoned to appear at the SAC and afforded the opportunity to explain his/her side. If refusal is found to be without sufficient cause, this shall be noted in records and the appropriate penalty shall be imposed. Should respondent refuse to appear at the SAC without sufficient cause after due service of summons, this fact shall be noted in the records and the appropriate penalty shall be imposed.

**F. Definition.** The following terms shall have the meanings set forth below for the purpose of these regulations:

1. **Students** – shall mean any person enrolled in any academic and/or nonacademic subjects whether on a graduate or undergraduate school, day, or evening school, on a regular or part-time basis at the time of the filing of the charge or during the pendency of the disciplinary proceedings against him/her.
2. **School Premises** – shall comprise the territorial boundaries of Colegio de Santo Cristo de Burgos including the academic and non-academic buildings as well as the parking lots adjacent to and the immediate sidewalks thereto.



3. **In Flagrante** – shall mean the very act of committing the misdemeanor or misconduct or being caught in the very act of its commission.
4. **Ex-Parte** – shall mean that the proceeding is heard in the absence of the party.
5. **Illegal Demonstration** – shall include a public show of feeling or opinion at a mass meeting or parade accompanied by force or violence and/or coercion without proper permit from school authorities.

## **SECTION 16. GRIEVANCES**

### **A. General Considerations**

As befits Christians in an academic community, grievances against any member are best settled through sincere dialogue and discussion. It is only as a last resort that one must take formal procedures to settle such grievances. Proper communication is absolutely necessary if the academic community is to interact satisfactorily. If something goes wrong, those affected shall not wait for a crisis to appear but shall attempt to settle the matter as soon as possible, informally (i.e., orally).

If grievance is made orally, it is considered informal. Only when grievance is expressed in writing and duly signed does it become a formal complaint needing formal procedure for settlement. Procedures for various types of cases are contained in this section. All proceedings shall be in writing, and these shall include not only the complaint, answer, memorandum, recommendation, and consequent decision but also excerpts of all proceedings which should be signed by all parties participating in a given occasion. All original records of proceedings shall be held in the possession of the Dean / Principal.

### **B. An Individual Student's Complaint Against a Faculty Member**

1. The student must present his/her complaint in writing to the faculty member concerned at the soonest possible time.

2. If the student feels that he/she has not obtained the necessary action on his/her complaint, he/she shall submit a written complaint against the faculty member to the head of the faculty member's department.
3. If the complaint is not resolved at the department level, the student may elevate the case to the Dean of the College / SHS Principal where the faculty member belongs.
4. Immediately after the receipt of complaint, the Dean shall convene the College Ad Hoc Grievance Committee (AHGC) which shall resolve the complaint as soon as possible, preferably within a week.
5. Any party not satisfied with the decision rendered may file a motion for reconsideration stating the grounds thereof. Within five (5) days from receipt of the written decision, provided neither party has availed of such remedy within the prescribed period, the decision of the AHGC shall become final and executory.

### **C. A Class Complaint Against a Faculty Member**

1. A formal written complaint must be submitted to the concerned faculty member and duly signed by 50% plus one of the classes. The class elects a committee of three (3) representatives to see the faculty member who has forty-eight (48) hours to settle the complaint.
2. If the class members feel the necessary action on their complaint has not been taken after the prescribed time, the elected three (3) class representatives shall submit a written complaint to the Head of the Department where the faculty member belongs. The Head has forty-eight (48) hours to investigate and settle the complaint.
3. If the complaint is not resolved at the department level, the class may elevate the case to the College Dean / SHS Principal.

4. Immediately after the receipt of the complaint, the Dean shall convene the College AHGC which shall resolve the complaint as soon as possible, preferably within a week.

#### **D. Composition of the College-level Ad Hoc Grievance Committee**

1. The Dean of the College to which respondent faculty belongs, who shall act as Chair of the committee.
2. The Head of the Department to which respondent faculty member belongs.
3. A faculty member of the same College to which the respondent faculty member belongs, duly appointed by the College Dean. In case any of the above is a respondent or a complainant, his/her place in the committee shall be taken over by another official representative of the sector, preferably the one next in line.

#### **E. A Student's Complaint Against a Dean / Principal**

1. The student writes a complaint to the Dean / Principal concerned. The Dean must acknowledge the receipt of the letter in writing. The Dean has seventy-two (72) hours to settle the complaint.
2. If the student feels that he/she has not obtained the necessary action on his/her complaint, he/she shall present a written complaint to the Vice-President for Academic Affairs who has seventy-two (72) hours within which to investigate and settle the complaint.
3. In case the Dean / Principal is also a faculty member, he/she shall be treated accordingly (as Dean/Principal or faculty member).

#### **F. A Student's Complaint Against a Member of the Administration Staff**

1. The student writes a letter of complaint to the person concerned who has seventy-two (72) hours within which to settle the complaint.
2. If the student is not satisfied with the response of the person concerned after the prescribed time, he/she shall write a letter of complaint to the immediate superior of the person concerned (e.g., a librarian – Chief Librarian; a cashier

– Finance Director). The immediate superior has seventy-two (72) hours within which to investigate and settle the complaint.

## **G. Sexual Harassment**

1. The College is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, request for sexual favors, and other verbal conduct of a sexual nature. This occurs when:
  - i. submission to such conduct is made explicitly or implicitly a term or condition of a student's educational advancement.
  - ii. submission to or rejection of such a conduct by a student is used as the basis for academic consideration affecting the student.
  - iii. such conduct has the purpose of effect or substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment.

## **SECTION 17. CDSCDB POLICY AGAINST SEXUAL HARRASSMENT**

### **GENERAL POLICY**

Colegio de Santo Cristo de Burgos hereby promulgates these Rules and Regulations to effectively carry out the provisions of R.A. No. 7877.

### **RULE I**

#### **Affirmation of Policy of the State**

Section 1. The Policy of the State under R.A. No. 7877 also known as the Anti-Sexual Harassment Act of 1995

- 1.1 Value the dignity of every individual;
- 1.2 Enhance the development of human resources;
- 1.3 Guarantee respect for human rights;
- 1.4 Uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction, or education.

Section 2. Colegio de Santo Cristo de Burgos is committed to provide and maintain a learning institution that is free from all forms of sexual harassment.

## **RULE II**

### **Definition of Terms**

Section 1. Definition as used in these Rules and Regulation:

- a. "Student" – means any person who is enrolled or enrolling for a degree course and includes those undergoing practicum, on-the-job trainings in the University, and those who are participants in short-term training courses, seminars, workshops, review programs, contests or competitions conducted by the school on or off the campus.
- b. "Employee" – means any person who holds official appointment or designation in any unit or department (academic or administrative) of the University and includes casual or contractual employees, and employees/agents of contractors.
- c. "Faculty Member/Teacher" – means any member of the teaching staff of the University, regardless of academic rank or position, and includes coach, trainer, and other personnel with teaching responsibilities.

Section 2. Sexual Harassment as defined under R.A No. 7877:

- a. Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, request or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

Section 3. Sexual Harassment under these Rules and Regulations also cover cases such as between faculty members and employee to employee. The Rules encompass cases of sexual harassment involving persons of the same and opposite sexes.

## **RULE III**

### **Committee on Decorum and Investigation**

Section 1. A Committee on Decorum and Investigation is created in Trinity University of Asia under the Office of the President.

Section 2. The Committee shall be composed of the following:

- Dean / Principal – Chairperson
- Faculty Representative – Member
- Non-teaching Personnel Representative – Member
- Student Council Representative – Member
- HRD manager – Secretariat

Section 3. The Chairperson and members shall serve for a term of two (2) years.

Section 4. The Committee shall:

- 4.1 receive complaints of sexual harassment;
- 4.2 investigate sexual harassment complaints in accordance with the prescribed procedure;
- 4.3 submit a report of its findings with the corresponding recommendation to the President and Vice President for decision;
- 4.4 take the lead in the conduct of discussions about sexual harassment within the University to increase understanding and prevent incidents of sexual harassment.

#### **RULE IV Coverage**

Section 1. These Rules and Regulations cover the following:

- 1.1 all employees of the school - Management Committee, school officials, faculty members and staff;
- 1.2 students who are enrolled or enrolling;
- 1.3 those students doing practicum or on-the-job training in the school;
- 1.4 all applicants for employment (academic or administrative)
- 1.5 participants in training courses, seminars, workshops, review programs, competitions and the like, conducted/sponsored by the school, on or off campus;
- 1.6 employees/agents of contractors outsourced by the University assigned within the University premises.

## **RULE V**

### **Sexual Harassment**

#### **Section 1. Who may commit work/education or training related sexual harassment?**

- 1.1 school officials, faculty members, University employees, staff, coaches, trainers and employees/agents of contractors outsourced by the school;
- 1.2 any other person, who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any unit, department, office or classroom of the school, demands, requests or otherwise requires sexual favor from the other, whether or not such demand, request or requirement is accepted by the latter;
- 1.3 any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable.

#### **Section 2. Sexual harassment may take place:**

- 1.1 in the premises of the workplace or office, or of the school or training institution;
- 1.2 in any place where the parties were found as a result of work or education or training responsibilities or relations;
- 1.3 at work or education or training-related social functions;
- 1.4 while on official business outside the office, school, or training institution during work or school or training-related travel;
- 1.5 at official conferences, for a, symposia, or training sessions; or
- 1.6 by telephone, cellular phone, fax machine, electronic mail, or social network.

#### **Section 3. The following are illustrative forms of sexual harassment:**

- 3.1 physical/malicious touching;
- 3.2 overt sexual advances;
- 3.3 gestures with lewd insinuation;
- 3.4 verbal, such as but not limited to, requests or demands for sexual favors, and lurid remarks;
- 3.5 use of objects, pictures or graphics, letters or writing notes with sexual underpinnings;
- 3.6 other forms analogous to the foregoing.

Section 4. In a work-related environment, sexual harassment is when:

- 4.1 the sexual favor is made as a condition for the employment or hiring;
- 4.2 the sexual favor is made as a condition for granting favorable compensation, promotions, or other employment
- 4.3 the refusal to grant the sexual favor results in limiting, classifying the employee which in any way segregating or would discriminate, deprive or diminish employment or otherwise adversely affect said employee;
- 4.4 the sexual advances are committed against co-employee, a superior, or subordinate even without favorable conditions of any nature;
- 4.5 the above acts would result in an intimidating, hostile or offensive environment for the employee.

Section 5. In the school or training environment, sexual harassment is committed:

- 5.1 against a student who is under the care, custody or supervision of the offender;
- 5.2 against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- 5.3 when the sexual favor is made as a condition to the giving of a passing grade, or the granting of honors, scholarships, or the payment of stipend, allowances or other benefits, privileges or considerations;
- 5.4 when the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice;
- 5.5 when the sexual advances are committed when without conditions of any nature.

SARIAYA QUEZON  
2008

## **RULE VI**

### **Complaint**

Section 1. A formal charge of sexual harassment shall be filed before the Committee on Decorum and Investigation. The respondent must be named and identified by the complainant in order for an exhaustive investigation and hearing of the complaint, and in compliance with due process.

- 1.1 the Complaint must be in writing, signed and sworn to by the complainant. The Complaint must contain the following:
  - a. full name and address of the complainant;
  - b. full name and address of the respondent;
  - c. a specification of the charge and the relevant and material facts.



- 1.2 the complainant may submit any evidence in support of his/her Complaint, including affidavits of witnesses, if any;
- 1.3 the Committee shall authorize any of its members to investigate and determine whether there exists a probable cause against the respondent. Upon a finding of a probable cause, the Committee I shall notify the respondent in writing, and require to submit his/her Answer within ten (10) days from receipt of the notice.

## **RULE VII**

### **Answer**

Section 1. The Answer must be in writing, signed and sworn to by the respondent. A copy must be furnished to the complainant.

- 1.1 the Answer must contain the specific admission or denial of the respondent;
- 1.2 the respondent may submit evidences in support of his/her defense, including affidavits of his/her witnesses, if any;
- 1.3 unless the Committee provides otherwise, failure by the respondent to submit his/her Answer, or to appear in the investigation or hearing shall be deemed a waiver to present evidence on his/her behalf;
- 1.4 the complainant may file a Reply within ten (10) days from receipt of the Answer.

## **RULE VIII**

### **Preventive Suspension**

Section 1. Upon the recommendation of the Committee, the President may suspend any officer, faculty member or employee charged with sexual harassment for not more than thirty (30) days pending an investigation, if the charge is for grave offense, and the evidence of guilt is strong which would warrant the respondent's removal from office.

## **RULE IX**

### **Investigation and Recommendation**

Section 1. Duration of the Investigation. The Committee shall conduct a formal investigation not earlier than five (5) days but not later than ten (10) days from receipt of respondent's Answer or complainant's Reply, if any, and must be terminated within

thirty (30) working days therein. If the Committee deems it necessary, the investigation may exceed thirty (30) working days, provided that the respondents who is placed under preventive suspension must be immediately reinstated to his/her former position upon expiration of thirty (30) days.

- 1.1 the investigation involves the ex parte examination of pieces of evidence submitted by the complainant and the respondent. The Committee, in its discretion, may also conduct a formal hearing during the investigation process. The parties must be notified of such hearing at least five (5) days before the date thereof, specifying the time, date, and place of hearing.
- 1.2 Any member of the Committee who complains of or is complained against sexual harassment shall inhibit himself/herself from participating in the deliberations of the Committee;
- 1.3 The investigation must not be precluded by the withdrawal of the complaint, in whatever stage of the proceedings;
- 1.4 The proceedings before the Committee on Decorum and Investigation shall be held under strict confidentiality.

Section 2. Case Summary and Investigation Report – The Committee shall prepare a Case Summary and Investigation Report upon the conclusion of the investigation. The Committee shall submit the Case Summary, investigation Report and the complete records of the case to the President. The President shall render a decision within ten (10) days thereof.

- 1.1 Motion for Reconsideration – Either party may file a Motion for Reconsideration through the unit head/dean within ten (10) days from receipt of the copy of the decision.
- 1.2 Finality of the Decision – Unless a Motion for Reconsideration is fled, the decision shall become final and executory. The decision shall be implemented through the unit head/dean.

Section 3. Retaliation - Retaliation against parties directly or indirectly involved in any incident or reported case regarding sexual harassment will not be tolerated and must be penalized. Any act of retaliation shall be ground for disciplinary action in the same or separate proceedings, as may be determined by the Committee.

## **RULE X**

### **Administrative Penalties**

Section 1. Acts of Sexual harassment shall be classified as follows:

#### 1.1 Light Offense

The following shall be considered Light Offenses:

- a. Surreptitiously looking or staring a look of a person's private part or worn undergarments;
- b. Telling sexist/smutfy jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive or vulgar.
- c. Malicious leering or ogling;
- d. The display of sexually offensive pictures, materials or graffiti;
- e. Unwelcome inquires or comments about a person's sex life;
- f. Unwelcome sexual flirtation, advances, propositions;
- g. Making offensive hand or body gestures at an employee;
- h. Persistent unwanted attention with sexual overtones;
- i. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
- j. Other analogous cases.

#### 1.2 Less Grave Offense

Less Grave Offenses shall include, but are not limited to:

- a. Unwanted touching or brushing against a victim's body;
- b. Pinching not falling under grave offense;
- c. Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;
- d. Verbal abuse with sexual overtones; and
- e. Other analogous cases.

#### 1.3 Grave Offense

Grave Offense shall include, but are not limited to:

- a. Unwanted touching of private parts of the body (genitalia, buttocks and breast);

- b. Sexual assault;
- c. Malicious touching;
- d. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
- e. Other analogous cases.

Section 2. Penalties for acts of sexual harassment are as follows:

2.1. For Light offense:

1st offense	Written Reprimand
2nd offense	Thirty (30) days Suspension without pay
3rd offense	Dismissal

2.2. For Less Grave offense

1st offense	Thirty (30) days Suspension without pay
2nd offense	Dismissal

2.3. For Grave offense Dismissal

Section 3. Prescription - any action arising from the violation of R.A. No. 7877 shall prescribe in three (3) years.

**RULE XI**  
**Effectivity**

These Rules and Regulations implementing Republic Act No. 7877 shall take effect fifteen (15) days after posting in the school campus and/or publication in the school organ.

**SECTION 18. CDSCDB POLICY AGAINST BULLYING**

**GENERAL POLICY**

Colegio de Santo Cristo de Burgos hereby promulgates these Rules and Regulations to effectively carry out the provisions of Section 3 of R.A. No. 10627.

**RULE I**  
**Preliminary Provisions**

Section 1. Short title: These rules shall be known as "CDSCDB POLICY AGAINST BULLYING".

Section 2. Scope and Coverage: These rules shall cover all the academic levels of the university from basic education up to the College Level.

**RULE II**  
**DEFINITION OF TERMS**

Section 1. Definition as used in these Rules and Regulation:

- a. "Bullied or Victim" – refers to any student that experiences the acts of bullying or retaliation.
- b. "Bully" – refers to any student who commits acts of bullying.
- c. "Bullying" – refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act of gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damaged to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of school
- d. "Bystander" – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation.
- e. "Employee"- means any person who holds official appointment or designation in any unit or department (academic or administrative) of the school.
- f. "Faculty Member/Teacher" – means any member of the teaching staff of the school, regardless of academic rank or position, and includes coach, trainer, and other personnel with teaching responsibilities.
- g. "Student" – means any person who is enrolled or enrolling for a degree course and includes those undergoing practicum, on-the-job trainings in the school, and those who are participants in short-term training courses, seminars, workshops, review programs, contests or competitions conducted by the school on or off the campus.

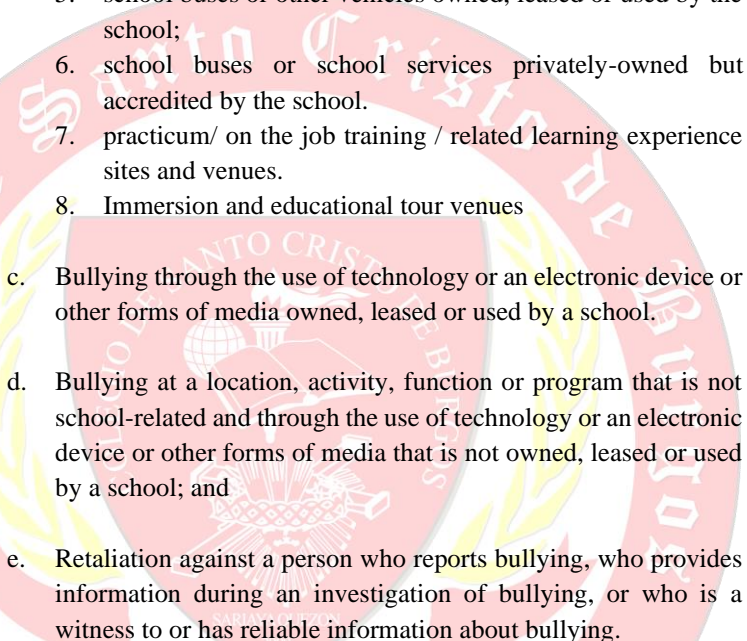
- h. "Service Provider" – refers to any person who is not a teacher or a school personnel but works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.

**RULE III**  
**Prohibited Acts**

Section 1. Prohibited Acts

This policy shall prohibit:

- a. Bullying, such as, but not limited to, the following:
  - 1. Physical Bullying – Any unwanted physical contact between bully and the victim punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
  - 2. Non-Verbal Bullying – Any acts that causes damage to a victim's psyche and/or emotional well-being;
  - 3. Verbal/Written Bullying - Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name calling, tormenting, and commenting negatively on victim's looks, clothes and body;
  - 4. Cyber bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats.
  - 5. Ostracism or willful exclusion in any academic and non academic activity that causes undue emotional distress.
  - 6. Social bullying – refers to any deliberate, repetitive, and aggressive social behavior intended to hurt others or belittle another individual or group.
  - 7. Gender based bullying – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation or identity.

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- b. Bullying at the following:
    1. School grounds;
    2. property immediately adjacent to school grounds;
    3. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
    4. school bus stops;
    5. school buses or other vehicles owned, leased or used by the school;
    6. school buses or school services privately-owned but accredited by the school.
    7. practicum/ on the job training / related learning experience sites and venues.
    8. Immersion and educational tour venues
  - c. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.
  - d. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and
  - e. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

**RULE IV**  
**PREVENTION AND INTERVENTION PROGRAM TO ADDRESS**  
**BULLYING**

**Section 1. Prevention Programs**

Colegio de Santo Cristo de Burgos shall establish anti-bullying prevention programs that are applicable to all students regardless of level of risk or vulnerability to bullying. Said programs shall be comprehensive, multi-faceted and shall involve all education stakeholders and personnel to be coordinated by the Office of Student Affairs, Guidance, College Deans, Basic Education Principal, and all Student Councils.

- a. School-wide initiatives to be centered on:
  1. Positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences,
  2. Periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students,
  3. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
  4. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying
  5. continue personnel development to sustain bullying prevention programs,
  
- b. Classroom-level initiatives that focus on:
  1. Reinforcing school-wide rules pertaining to bullying.
  2. Building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem- solving.
  3. Discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying.
  4. Teaching positive online behavior and safety and how to recognize and report cyber-bullying.
  5. Providing an inclusive and caring learning environment for students.
  6. Involving parents in bullying prevention activities, such as:
    - a. Discussing about anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers Association Meetings and seminars.
    - b. Conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.
  7. Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.



## Section 6. Duties and Responsibilities of Teachers and Other School Personnel

- a. Teachers and other School personnel shall:
  1. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
  2. Report to school authorities any incident of bullying implemented by the school; and
  3. Perform the duties as specified in this policy.
- b. Students shall:
  1. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
  2. Avoid or refrain from any act of bullying;
  3. Intervene to protect the victim, unless it will jeopardize his safety and security;
  4. Report to school authorities any incident of bullying.

Section 7. Child Protection Committee: A Child Protection Committee is created in Colegio de Santo Cristo de Burgos to address cases in the basic education unit.

The Committee shall be composed of the following:

Dean / Principal	Chairperson
Guidance Counsellor	Vice chairperson
Faculty Representative	Member
PTA Representative	Member
Student Council Representative	Member

The Committee shall:

- a. Receive complaints of bullying as endorsed by the Discipline Officer.
- b. Investigate bullying complaints in accordance with the prescribed procedure;
- c. Submit a report of its finding with the corresponding recommendation to the School President for decision.
- d. Take the lead in the conduct of discussions about the anti-bullying within the school to increase understanding and prevent incidents of bullying.
- e. Make the necessary referral to appropriate agency, offices or persons, as maybe required by the circumstances.
- f. Ensure that the anti-bullying policy of the university is implemented.

## Section 8. Procedures in Handling Bullying

### a. Jurisdiction

Complaints of bullying and other acts under these rules shall be within the exclusive jurisdiction of Colegio de Santo Cristo de Burgos and shall **not** be brought for amicable settlement before the Barangay, subject to existing laws, rules, and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

### b. Procedures

#### 1. Immediate Responses

- 1.1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
- 1.2. The school personnel who were notified of a bullying incident or retaliation shall intervene, by:
  - i. Stopping the bullying or retaliation immediately;
  - ii. Separating the students involved;
  - iii. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
  - iv. Ensuring the victim's safety, by:
    - Determining and addressing the victim's immediate safety needs; and
    - Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
  - v. Bringing the bully to the Guidance Office/ Discipline officer/ Dean or the designated school personnel.

#### 2. Reporting the Bullying Incident or Retaliation

- 2.1 A victim or a bystander, or school personnel who receive information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher, guidance coordinator or counsellor or any person designated to handle bullying incidents.
- 2.2 The bullying incident or retaliation shall be immediately reported to the school head through an incident report.

- 2.3 If an incident of bullying or retaliation involves student from more than one school, the school that was informed of bullying or retaliation shall promptly notify the appropriate administrator or school so that both schools may take appropriate action.
- 2.4 Reports of incident of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely based on an anonymous report and without any order evidence

3. Procedures in Addressing Reports of Bullying Incidents or Retaliation

3.1 Complaints of bullying and other acts in the higher education units of the university under these rules shall follow procedures enumerated in the current Student Handbook specified under STUDENT DISCIPLINE: PROCEDURES IN HEARING OF COMPLAINTS. This is to ensure the consistent application of rules of procedure and the observance of due process.

3.2 Complaints of bullying and other acts in the basic education unit of the university under these rules shall be handled by the designated DISCIPLINE OFFICER. The DISCIPLINE OFFICER shall ensure the following:

- Separately interview in private the bully or offending student and the victim.
- Determine the level of threats and develop intervention strategies. If the bullying incident or retaliation or the situation that requires immediate attention or intervention, or if the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
- Inform the victims and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
- Make appropriate recommendations to the Child Protection Committee on proper intervention, referrals, and monitoring.

#### 4. Intervention

The Child Protection Committee shall determine the appropriate intervention programs for the victim, the bully and the bystanders.

#### 5. Referral

The Child Protection Committee may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance counsellors, psychologist, child protection specialist, for further assessment and appropriate intervention as maybe necessary

#### 6. Disciplinary Measures

6.1 Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attending circumstances. Disciplinary measures specified under current versions of the respective Student Handbook of the higher education units and basic education units shall apply.

6.2 In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

#### 7. False Accusation of Bullying

If the student, after an investigation is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate intervention in accordance with the existing rules of the university.

#### 8. Confidentiality

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee and the school personnel, provided, that the names may only be available to the school head or administrator, teacher or guidance counsellor designated by the school head, and parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commit a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the of the university.

## **RULE V EFFECTIVITY**

The "CDSCDB POLICY AGAINST BULLYING" shall take effect fifteen (15) days after posting in the school campus and/or publication in the school newspaper.

## **SECTION 19. CDSCDB POLICY AGAINST USE OF DANGEROUS DRUGS**

### **GENERAL POLICY**

Colegio de Santo Cristo de Burgos hereby promulgates these Rules and Regulations to effectively carry out the provisions of Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002.

### **RULE I Preliminary Provisions**

Section 1. Short title: These rules shall be known as "CDSCDB POLICY AGAINST USE OF DANGEROUS DRUGS".

Section 2. Scope and Coverage: These rules shall cover all the academic levels of the college from basic education up to the College Level.

Section 3. Declaration of Policy: It is the policy of the school to safeguard its integrity and the well-being of the students and workers, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. Toward this goal, the school promises to pursue and intensive and unrelenting campaign against trafficking and use of these dangerous drugs and other similar substances though an integrated

system of planning, implementation and enforcement of anti-drug policies, programs, and projects. It further declares the cooperation of the school with the State in providing effective mechanisms or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

## **RULE II**

### **DEFINITION OF TERMS**

Section 1. Definition as used in these Rules and Regulation:

- a) **Administer.** — Any act of introducing any dangerous drug into the body of any person, with or without his/her knowledge, by injection, inhalation, ingestion, or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.
- b) **Board.** — Refers to the Dangerous Drugs Board under Section 77, Article IX of RA 9165.
- c) **Centers.** — Any of the treatment and rehabilitation centers for drug dependents referred to in Section 75, Article VIII of RA 9165.
- d) **Chemical Diversion.** — The sale, distribution, supply, or transport of legitimately imported, in-transit, manufactured or procured controlled precursors and essential chemicals, in diluted, mixtures or in concentrated form, to any person or entity engaged in the manufacture of any dangerous drug, and shall include packaging, repackaging, labeling, relabeling or concealment of such transaction through fraud, destruction of documents, fraudulent use of permits, misdeclaration, use of front companies or mail fraud.
- e) **Clandestine Laboratory.** — Any facility used for the illegal manufacture of any dangerous drug and/or controlled precursor and essential chemical.
- f) **Confirmatory Test.** — An analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.

- g) **Controlled Delivery.** — The investigative technique of allowing an unlawful or suspect consignment of any dangerous drug and/or controlled precursor and essential chemical, equipment or paraphernalia, or property believed to be derived directly or indirectly from any offense, to pass into, through or out of the country under the supervision of an authorized officer, with a view to gathering evidence to identify any person involved in any dangerous drugs related offense, or to facilitate prosecution of that offense.
- h) **Controlled Precursors and Essential Chemicals.** — Include those listed in Tables I and II of the 1988 UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances as enumerated in the attached annex, which is an integral part of this Act.
- i) **Cultivate or Culture.** — Any act of knowingly planting, growing, raising, or permitting the planting, growing or raising of any plant which is the source of a dangerous drug.
- j) **Dangerous Drugs.** — Include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Act.
- k) **Deliver.** — Any act of knowingly passing a dangerous drug to another, personally or otherwise, and by any means, with or without consideration.
- l) **Den, Dive or Resort.** — A place where any dangerous drug and/or controlled precursor and essential chemical is administered, delivered, stored for illegal purposes, distributed, sold, or used in any form.
- m) **Dispense.** — Any act of giving away, selling, or distributing medicine or any dangerous drug with or without the use of prescription.
- n) **Drug Dependence.** — As based on the World Health Organization definition, it is a cluster of physiological, behavioral and cognitive phenomena of variable intensity, in which the use of psychoactive drug takes on a high priority thereby involving, among others, a strong desire or a sense of compulsion to take the

substance and the difficulties in controlling substance-taking behavior in terms of its onset, termination, or levels of use.

- o) Drug Syndicate. — Any organized group of two (2) or more persons forming or joining together with the intention of committing any offense prescribed under this Act.
- p) Employee of Den, Dive or Resort. — The caretaker, helper, watchman, lookout, and other persons working in the den, dive or resort, employed by the maintainer, owner and/or operator where any dangerous drug and/or controlled precursor and essential chemical is administered, delivered, distributed, sold or used, with or without compensation, in connection with the operation thereof.
- q) Financier. — Any person who pays for, raises, or supplies money for, or underwrites any of the illegal activities prescribed under this Act.
- r) Illegal Trafficking. — The illegal cultivation, culture, delivery, administration, dispensation, manufacture, sale, trading, transportation, distribution, importation, exportation, and possession of any dangerous drug and/or controlled precursor and essential chemical.
- s) Instrument. — Anything that is used in or intended to be used in any manner in the commission of illegal drug trafficking or related offenses.
- t) Laboratory Equipment. — The paraphernalia, apparatus, materials, or appliances when used, intended for use or designed for use in the manufacture of any dangerous drug and/or controlled precursor and essential chemical, such as reaction vessel, preparative/purifying equipment, fermenters, separatory funnel, flask, heating mantle, gas generator, or their substitute.
- u) Manufacture. — The production, preparation, compounding or processing of any dangerous drug and/or controlled precursor and essential chemical, either directly or indirectly or by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis, and shall include any packaging or repackaging of such substances, design or configuration of its form, or labeling or relabeling of its container; except that such terms do not include the preparation, compounding, packaging or labeling of a drug or other substances



by a duly authorized practitioner as an incident to his/her administration or dispensation of such drug or substance in the course of his/her professional practice including research, teaching and chemical analysis of dangerous drugs or such substances that are not intended for sale or for any other purpose.

- v) Cannabis or commonly known as “Marijuana” or “Indian Hemp” or by its any other name. — Embraces every kind, class, genus, or specie of the plant *Cannabis sativa* L. including, but not limited to, *Cannabis americana*, hashish, bhang, guaza, churrus and ganjab, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.
- w) Methylendioxyamphetamine (MDMA) or commonly known as “Ecstasy”, or by its any other name. — Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- x) Methamphetamine Hydrochloride or commonly known as “Shabu”, “Ice”, “Meth”, or by its any other name. — Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- y) Opium. — Refers to the coagulated juice of the opium poppy (*Papaver somniferum* L.) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.
- z) Opium Poppy. — Refers to any part of the plant of the species *Papaver somniferum* L., *Papaver setigerum* DC, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.
- aa) PDEA. — Refers to the Philippine Drug Enforcement Agency under Section 82, Article IX of this Act.

- bb) Person. — Any entity, natural or juridical, including among others, a corporation, partnership, trust or estate, joint stock company, association, syndicate, joint venture or other unincorporated organization or group capable of acquiring rights or entering into obligations.
- cc) Planting of Evidence. — The willful act by any person of maliciously and surreptitiously inserting, placing, adding or attaching directly or indirectly, through any overt or covert act, whatever quantity of any dangerous drug and/or controlled precursor and essential chemical in the person, house, effects or in the immediate vicinity of an innocent individual for the purpose of implicating, incriminating or imputing the commission of any violation of this Act.
- dd) Practitioner. — Any person who is a licensed physician, dentist, chemist, medical technologist, nurse, midwife, veterinarian or pharmacist in the Philippines.
- ee) Protector/Coddler. — Any person who knowingly and willfully consents to the unlawful acts provided for in this Act and uses his/her influence, power or position in shielding, harboring, screening or facilitating the escape of any person he/she knows, or has reasonable grounds to believe on or suspects, has violated the provisions of this Act in order to prevent the arrest, prosecution and conviction of the violator.
- ff) Pusher. — Any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes, dispatches in transit or transports dangerous drugs or who acts as a broker in any of such transactions, in violation of this Act.
- gg) School. — Any educational institution, private or public, undertaking educational operation for pupils/students pursuing certain studies at defined levels, receiving instructions from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.
- hh) Screening Test. — A rapid test performed to establish potential/presumptive positive result.

- ii) Sell. — Any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.
  
- jj) Trading. — Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, e-mail, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of this Act.
  
- kk) Use. — Any act of injecting, intravenously or intramuscularly, of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, any of the dangerous drugs.

**RULE III**  
**Prohibited Acts**

**Section 1. Prohibited Acts**

This policy shall prohibit any student or worker of the college from participating in any of the following acts:

1. Importation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals
2. Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals
3. Maintenance of a Den, Dive or Resort
4. Working as an Employees or visiting a Den, Dive or Resort, while aware of the nature of the place as such
5. Participating in the Manufacturing of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals
6. Illegal Chemical Diversion of Controlled Precursors and Essential Chemicals
7. Manufacture or Delivery of Equipment, Instrument, Apparatus, and Other Paraphernalia for Dangerous Drugs and/or Controlled Precursors and Essential Chemicals

8. Possession of Dangerous Drugs
9. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs
10. Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings
11. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs During Parties, Social Gatherings or Meetings
12. Use of Dangerous Drugs. — A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test
13. Cultivation or Culture of Plants Classified as Dangerous Drugs or are Sources Thereof
14. Maintenance and Keeping of Original Records of Transactions on Dangerous Drugs and/or Controlled Precursors and Essential Chemicals
15. Unnecessary Prescription of Dangerous Drugs
16. Unlawful Prescription of Dangerous Drugs
17. Planting of Evidence – Any person who is found guilty of “planting” any dangerous drug and/or controlled precursor and essential chemical, regardless of quantity and purity,

**RULE IV**  
**PREVENTION AND INTERVENTION PROGRAM TO ADDRESS**  
**UNLAWFUL USE OF DANGEROUS DRUGS**

**Section 1. Prevention Programs**

Colegio de Santo Cristo de Burgos shall implement and enforce anti-drug policies, programs, and projects that are applicable to all students regardless of level of risk or vulnerability to use of dangerous drugs. Said programs shall be comprehensive, multi-faceted and shall involve all education stakeholders and personnel to be coordinated by the Office of Student Affairs, Guidance, College Deans, Basic Education Principal, and all Student Councils.

**A. Instruction on drug abuse prevention and control**

Pursuant to Section 41, Article IV of RA 9165, the school shall include within the school curriculum an instruction or module on drug abuse prevention and control in the elementary, secondary and tertiary curricula. This would include the following:

- a. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;

- b. Preventive measures against drug abuse;
- c. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- d. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- e. Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

#### B. Authorized Drug Testing

Pursuant to Section 36, Article III of RA 9165, the school is authorized to conduct random drug testing of students of secondary and tertiary schools, provided that prior notice is given to their parents and/or legal guardians that testing may be done at any time during the student's residence in the school. All drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results, and expenses shall be borne by the government and the school.

Drug testing shall be done in a stepwise approach, i.e., an initial drug screening shall be done, which would then be followed by a confirmatory test if a positive screening test has been noted.

#### C. For-Cause Testing

In cases where there is reasonable ground to believe that a student or worker is under the influence of drugs on account of physical signs or symptoms or other visible or outward manifestation, a screening laboratory examination or test may be done within twenty-four (24) hours, provided that, in cases that a student is involved, any parent and/or legal guardian shall be notified prior.

### Section 6. Duties and Responsibilities of Family, Teachers and Other School Personnel

- a. Involvement of the Family — The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.
- b. Student Councils and Campus Organizations. — All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their

activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

- c. School Curricula. — Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems
- d. Heads, Supervisors, and Teachers of Schools. — For the purpose of enforcing the provisions of Article II of RA 9165, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

- e. Students shall:
  - 1. Participate and cooperate in all prevention, intervention and other measures related to anti-drug use implemented by the school;
  - 2. Avoid or refrain from any act of dangerous drug use;
  - 3. Be vigilant in the school campus for any activities that are suspicious for dangerous drug use;
  - 4. Report to school authorities any incident of dangerous drug use.

## Section 2. Safety and Health Committee:

A Safety and Health Committee is created in Colegio de Santo Cristo de Burgos to address cases in the basic education unit. The Committee shall be composed of the following:

President  
Dean / Principal

Chairperson  
Vice Chairperson

Safety Officer	Secretary
School Physician	Member
Guidance Counsellor	Member
Faculty Representative	Member
PTA Representative	Member
Student Council Representative	Member

The Committee shall:

- a. Receive complaints related to dangerous drug use as endorsed by any school official or student.
- b. Investigate complaints in accordance with the prescribed procedure;
- c. Submit a report of its finding with the corresponding recommendation to the school President for decision.
- d. Take the lead in the conduct of discussions about the anti-drug use within the school to increase understanding and prevent incidents.
- e. Make the necessary referral to appropriate agency, offices or persons, as maybe required by the circumstances.
- f. Ensure that the anti-drugs policy of the college is implemented.

### Section 3. Procedures in Handling Complaints

#### A. Jurisdiction

Complaints of dangerous drug use and other acts under these rules shall be within the jurisdiction of Colegio de Santo Cristo de Burgos who shall, in turn, refer the matter to the proper authorities.

#### B. Procedures

##### I. Immediate Responses

- a. Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior
  - Failure to do so within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.
- b. The school head who were notified shall immediately intervene by:

- Apprehend, arrest, or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court, including the accomplices.
- Confiscation of the dangerous drugs involved and surrender them to proper authorities
- Make the necessary referral to appropriate agency, offices, or persons, as maybe required by the circumstances.
- Notify the parents and/or legal guardians of the involved individuals

## **II. Referral**

- a. The student or worker involved shall be referred to the proper authorities for proper management of the case
- b. Pursuant to SEC. 38. of RA 9165 on Laboratory Examination or Test on Apprehended/Arrested Offenders. — Subject to Section 15 of the Act, any person apprehended or arrested for violating the provisions of this Act shall be subjected to screening laboratory examination or test within twenty-four (24) hours, if the apprehending or arresting officer has reasonable ground to believe that the person apprehended or arrested, on account of physical signs or symptoms or other visible or outward manifestation, is under the influence of dangerous drugs. If found to be positive, the results of the screening laboratory examination or test shall be challenged within fifteen (15) days after receipt of the result through a confirmatory test conducted in any accredited analytical laboratory equipment with a gas chromatograph/mass spectrometry equipment or some such modern and accepted method, if confirmed the same shall be prima facie evidence that such person has used dangerous drugs, which is without prejudice for the prosecution for other violations of the provisions of this Act: Provided, That a positive screening laboratory test must be confirmed for it to be valid in a court of law.
- c. For persons who was found positive of drug use for the first time, the school, in cooperation with the proper authorities, shall be referred for treatment and/or rehabilitation in a DOH-accredited center. For this purpose, Colegio de Santo Cristo de Burgos shall



provide a list of at least three (3) accredited facilities to which the person involved who was tested positive for drugs may choose from.

- d. All costs for the treatment and rehabilitation of the drug dependent employee shall not be borne by the school.
- e. In case the person involved is an employee, the period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.
- f. In case the person involved is a student, the student shall be allowed to file a "Leave of Absence" to provide adequate proper treatment and rehabilitation.

### III. Post-Rehabilitation

- a. Following rehabilitation, the Safety and Health Committee, in consultation with the head of the rehabilitation center, shall evaluate the status of the worker / student involved and submit a recommendation to the school President if they are fit to return, provided that they pose no serious danger to the school and its members.
- b. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

### IV. Consequences

Any person found to be in violation of the policy shall be dealt with administratively in accordance with the provisions of RA 9165

### V. False Accusation

If a student, after an investigation is found to have knowingly made a false accusation, the said student shall be subjected to disciplinary actions or to appropriate intervention in accordance with the existing rules of the college.

### VI. Confidentiality

- a. Any information relating to the identity and personal circumstances of the involved individuals shall be treated with utmost confidentiality by the Safety and Health Committee and the school personnel, provided, that the names may only be available to the school head or administrator, teacher or guidance

counsellor designated by the school head, and parents or guardians of students who are or have been involved.

- b. Any school personnel who commit a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the of the university.

## **RULE V EFFECTIVITY**

The "CDSCDB POLICY AGAINST USE OF DANGEROUS DRUGS" shall take effect fifteen (15) days after posting in the school campus and/or publication in the school newspaper.

## **SECTION 20. STUDENT GOVERNMENT**

### **A. The Supreme Student Council**

The Supreme Student Council (SSC) is the highest student governing body of CDSCDB, constituted by the President, Vice President, Secretary, Treasurer, Auditor, PRO, and a representative from each college program and SHS strand duly elected by the student body in a manner expressly provided in the CDSCDB Student Election Code.

It manages its affairs in accordance with the approved CDSCDB Student Constitution and By-Laws. It serves as the umbrella organization of all student organizations accredited by the Office of Student Affairs Center (OSA). The SSC, although autonomous, is under the supervision of the Office of Student Affairs through the Dean of Students. The SSC coordinates all the activities of Local Student Councils, and recognized College-wide student organizations so that organizational goals and objectives are achieved. All students enrolled in the College are subject to the prevailing CDSCDB Student Constitution and By-Laws. It is the responsibility of the SSC to inform the students of its contents.

## **B. Local Student Councils**

- There shall be one local student council for each collegiate and SHS unit. Each local student council shall be composed of officers in accordance with the SSC Constitution and shall be elected popularly by students registered in their respective college / strand.
- The highest elected position of a local student council shall automatically become the SSC representative who shall:
  - i. Be the official representative of the Local Student Council to the Supreme Student Council
  - ii. Take charge of all activities in the college / strand they represent
  - iii. Perform other duties delegated by the Supreme Student Council President
- The Local Student Council shall be autonomous in the management of its own internal affairs and in the implementation of activities in its college / strand except for the election of officers which shall be handled by the Student Commission on Elections (COMELEC). However, the SSC Executive Council shall exercise its supervisory functions on matters affecting the students unless otherwise provided by this constitution.
- The term of office of the Local Student Council officers shall be one (1) academic year.
- The offices of the local student council shall be the same as the SSC, therefore having the same qualifications as them.

## **SECTION 21. SUPREME STUDENT COUNCIL (SSC) CONSTITUTION**

### **PREAMBLE**

We, the students of Colegio de Santo Cristo de Burgos, with the guidance of the Almighty God, establishing a Supreme Student Council that shall embody our ideals

and aspirations, protect and uphold students' rights and welfare, exercise autonomy and self-regulation for the common good, foster unity among students and other college stakeholders as "Servant Leaders," adhering to the school's core values of excellence, innovation, integrity, social responsibility and teamwork, in order to develop a responsible studentry, do hereby ordain and promulgate this Constitution.

## **ARTICLE I**

### **General Provisions**

Sec.1. This Constitution shall be known as the Colegio de Santo Cristo de Burgos' Supreme Student Council Constitution.

Sec.2. This Constitution shall govern the Colegio de Santo Cristo de Burgos' Supreme Student Council (SSC).

Sec.3. This Constitution shall uphold the following Principles and Objectives:

Sec.3.1. Quality Education is a right and a privilege for every Burgosian student.

Sec.3.2. Autonomy, fairness, and peace to serve as necessary instruments of the SSC Policy.

Sec.3.3. To embody the educational philosophy and the vision and mission of the College.

Sec.3.4. To exemplify the ideals of the College and of the SSC geared towards the holistic development of the studentry.

Sec.3.5. To develop leadership potentials among the students as "Servant Leaders" towards a humane society

Sec.3.6. To promote and secure the welfare and interests of students by establishing a sound relationship with the college stakeholders

## **ARTICLE II**

### **Definition of Terms**

Sec.1. For purposes of this Constitution, unless the context indicates otherwise:

- a. "College" signifies Colegio de Santo Cristo de Burgos.
- b. "Supreme Student Council" functions as both the Executive Department or "Pamunuan" and Legislative Department or "Sanggunian".
- c. College Stakeholders - Refers to the students, faculty, staff, officers of the administration, parents/ guardians, partner communities and other affiliates of the College
- d. Impeachment court - Refers to the body constituted to investigate and recommend sanctions for impeachable offense committed by SSC officers
- e. Guest candidate - Pertains to any officially enrolled student endorsed by a college-wide organization who is not a regular member of the same
- f. Malversation of funds - Any misuse or misappropriations of organizational funds by the person-in-charge
- g. Abandonment of duties - Willful non-performance of official functions and assigned responsibilities without prior notification
- h. "Executive Department" or "Pamunuan" refers to executive council and the local student council
- i. "SSC Executive Council" refers to the highest implementing body of the Supreme Student Council
- j. "Local Student Council" refers to the duly constituted student council of each collegiate and SHS unit.
- k. "Chairman" refers to the highest elected position of each Local Student Council.
- l. "Head" refers to the highest elected position in the college-wide organizations
- m. "Legislative Department" otherwise known as the "Sanggunian", refers to the duly constituted law-making body of the Supreme Student Council.
- n. "Legislative Council" refers to the highest law-making body of the Legislative Department.
- o. "Voter / elector" refers to the bona fide student of Colegio de Santo Cristo de Burgos who is qualified to vote.
- p. "Temporary Vacancy" refers to a vacancy in any of the offices of the Supreme Student Council by reason of suspension or any other valid reason preventing the officer from performing the function of his office which shall not exceed thirty (30) school days. Beyond this period, the vacancy becomes permanent.
- q. "Permanent Vacancy" refers to the vacancy in any of the offices of the Supreme Student Council by reason of resignation, permanent incapacity, serious illness, or any ground for disqualification and expulsion from the College.

### **ARTICLE III**

#### **Government Structure**

The government structure adopted by this Constitution is Semi-Parliamentary in form. The students will vote for the offices of the President, Vice-President and Secretary, Treasurer, Auditor, and PRO. The remaining council members would be represented by the chairman of each local student council. The elected councilors will vote from among themselves their corresponding positions or offices.

### **ARTICLE IV**

#### **Executive Department or "Pamunuan"**

Sec.1. The USC Executive Council shall be composed of the President, Vice-President, the Secretary, the Treasurer, the Auditor, the Public Relations Officer, and Councilors.

Sec.2. The executive power shall be vested in the President of the Executive Council.

Sec.3. Powers and duties of the SSC Officers:

Sec.3.1. President

Sec.3.1.1. Serves as the Chief Executive Officer.

Sec.3.1.2. Calls the meetings and formulates the agenda of the SSC Executive Council.

Sec.3.1.3. Presides over all the meetings of the SSC Executive Council.

Sec.3.1.4. Endorses all budget proposals submitted by the Treasurer of the Executive Council and head of the Executive Committees.

Sec.3.1.5. Directly supervises and coordinates all the activities of all Local Student Councils and all recognized student organizations so that organizational goals and objectives are reached.

Sec.3.1.6. Officially represents the SSC in all affairs concerning the studentry.

Sec.3.1.7. Represents the student body when called upon by the School Management for consultation on institutional concerns.

Sec.3.1.8. Represents the student body in consultation of student concerns with the college stakeholders

Sec.3.1.9. Performs other duties inherent to his/her position.

Sec.3.1.10. Directs the events and creative production committee of the USC Executive Council.

Sec.3.1.11. Facilitates the concerns and issues of international and differently abled students.

Sec.3.1.12. Promote advocacies on cultural and gender-sensitivity, anti-bullying, anti-racism, anti- drug abuse, sexual harassment, and other forms of grievances.

Sec.3.1.13. Coordinates and communicates with school mandated organizations.

### Sec.3.2. Vice President

Sec.3.2.1. Assumes the office of the Governor in case of the latter's temporary or permanent vacancy.

Sec.3.2.2. Assists the President in all matters when required.

Sec.3.2.3. Signs official documents in behalf of the President provided there is a written or verbal consent from him/her.

Sec.3.2.4. Presides over the sessions or meetings of the SSC Legislative Council

Sec.3.2.5. Performs other duties delegated by the President.

### Sec.3.3. Secretary

Sec. 3.3.1. Serves as the document control custodian of the SSC Executive Council

Sec. 3.3.2. Issues notices of meetings and takes down notes and minutes of the USC Executive Council meetings.

Sec.3.3.3. Collects and keeps the records and documents of the SSC (executive/legislative departments), Executive Committees and semestral reports from Local Student Councils as well as all Student Organizations.

Sec.3.3.4. Ensures that records and documents are controlled, identifiable, retrievable, and available at the point of use.

Sec.3.3.5. Signs official documents on behalf of the Governor provided there is a written consent from the same.

Sec.3.3.6. Prepares the Annual Report for the SSC to be approved by the same.

Sec.3.3.7. Performs other duties delegated by the President.

Sec.3.4. Treasurer

Sec.3.4.1 Has custody of all funds of the SSC Executive Council and the Executive Committees.

Sec.3.4.2 Represents the SSC together with the Governor in all financial transactions.

Sec.3.4.3 Receives and issues receipts of funds for the SSC Executive Council.

Sec.3.4.4 Furnishes the SSC with the following:

Sec.3.4.4.1. A projected budget for each activity of the SSC.

Sec.3.4.4.2. An income statement after every fund-raising activity of the SSC, with prior program clearance from the SAC and VPAA, and approval from the Finance Unit and VPAF.



Sec.3.4.4.3. A semestral and annual financial statement of the USC as furnished by the Finance Unit.

Sec.3.4.5. Prepares all SSC liquidation and disbursement reports with the supervision of the President, and as audited by the Auditor

Sec.3.4.6 Performs other duties delegated by the President.

Sec.3.5. Auditor

Sec.3.5.1. Keeps an inventory of all properties of the SSC

Sec.3.5.2. Audits funds, liquidation, disbursement, and financial reports of the SSC

Sec.3.5.3. Monitors and supervises financial reports and statements of the local councils and all student organizations.

Sec.3.5.4. Performs other duties delegated by the President

Sec.3.6. Public Relations Officer

Sec.3.6.1. Serves as liaison officer in all business transactions and resource development projects of the SSC.

Sec.3.6.2. Performs other duties delegated by the President.

Sec.3.6.3. Promotes good relations with the college stakeholders.

Sec.3.6.4. Serves as the official spokesperson of the SSC

Sec.3.6.5. Takes charge of promoting and disseminating information for all activities of the SSC.

Sec.3.6.6. Facilitates the official publication (SSC Newsletter) of the SSC

Sec.3.6.7. Performs other duties delegated by the President.

Sec.3.6.8. Coordinates all community development activities of the SSC with the TCCD and collegiate community "projects".

Sec.3.6.9. Convenes the Committee on Disaster Response and Relief Operations.

Sec.4. An SSC officer shall have the following qualifications:

1. Be a bona fide student of Colegio de Santo Cristo de Burgos for the current school year.
2. Has at least one (1) year residency in the College for those running for President and Vice President. (One year means enrollment in two (2) semesters prior to the SSC elections).
3. Has no grade lower than 2.50 in all enrolled CDSADB academic subjects preceding the election and maintain a grade of 2.50 in all enrolled academic subjects during his/her residency and term of office.
4. Has an academic load of at least fifteen (15) units immediately preceding the election and during the term of office unless otherwise prescribed by their curriculum.
5. Has not been found guilty of any major offense as stipulated in the Student Handbook.
6. Able to complete a full term of service i.e., two consecutive semesters.

Sec.5. The SSC shall have a regular weekly meeting, the date and time of which shall be determined by the officers themselves. Failure of an officer to attend four (4) consecutive meetings without a valid reason shall constitute as abandonment of duty.

Sec.6. The term of office of the SSC Officers shall be one academic year (one (1) summer/mid-year term and two (2) consecutive semesters).

Sec.7. The SSC Officers shall hold no other office, whether major or minor, in any College-wide organizations.

Sec. 8. SSC Executive Committee – Other committees may be created from time to time by the USC Executive Council as may be deemed necessary.

## **ARTICLE V**

### **Vacancies and Succession**

#### **Sec.1. Permanent Vacancy**

- a) In the Office of the President - Vacancy shall be filled by the Vice President.
- b) In the Office of the Vice President - The Councilors of the SSC shall elect from among themselves the new Vice Governor.
- c) In any other office of the SSC – the vacancy shall be filled within seven (7) school days based on the result of the previous election. The candidate who garnered the second highest number of votes from the vacated position, shall be elevated to the office of the councilor upon the confirmation and proclamation of the COMELEC, otherwise, a special election shall be conducted provided that the remaining term of office is no less than one (1) semester.

#### **Sec.2. Temporary Vacancy**

Temporary vacancy in any of the offices of the SSC, except in the Office of the Governor, shall remain as such until the temporary vacancy is declared permanent.

## **ARTICLE VI**

### **Elections**

**Sec.1.** The SSC election, along with all Local Student Councils, shall conduct their election on the day scheduled by the College Dean / Principal which must not be later than the end of the 1<sup>st</sup> semester.

**Sec.2.** Campaign period should last at least six (6) school days before the date of the election.

**Sec.3.** All campaign paraphernalia and ads in any form of media must be cleared immediately after the Miting de Avance by the parties concerned.

**Sec.4.** Candidates shall be excused from all their respective classes during the campaign period as permitted by the School Administration. However, they shall be responsible for any lessons, exams, and activities they missed in class.

Sec.5. The Supreme and Local Student Council election for the offices of the President and Vice President to be deemed should not less than 35% of the voting population of the school. Otherwise, a special election shall be conducted.

Sec.6. The Supreme and Local Student Council election for the Council Members to be deemed valid should not be less than 35% of the voting population of their respective college. Otherwise, a special election shall be conducted.

Sec.7. All eligible students may submit their application for their position of choice to the College Dean / SHS Principal.

## **ARTICLE VII**

### **Student Commission on Elections**

Sec.1. There shall be a Student Commission on Elections (COMELEC) which shall be composed of three (3) members from each program / strand. A chairman shall be selected from among the representatives through the supervision of the COMELEC adviser and the Dean / Principal.

Sec.2. The COMELEC Faculty Adviser shall be appointed by the College Vice President upon the joint recommendation of the College Dean / SHS Principal and the Legislative Council provided that he/she shall have no affiliation with any student organizations. The COMELEC Adviser shall serve as the adviser and Consultant of the COMELEC on matters pertaining to the election and proceedings. He/she has no right to vote on any policy acted upon by the SCOMEL.

Sec.3. All members of the COMELEC shall be appointed by their respective Dean / Principal at least one month before the official elections. They shall hold no office/position in their respective Local Student Councils.

Sec.4. The convening of the COMELEC shall be called by the Dean / Principal no later than one (1) month before the start of the election period.

Sec.5. The filing of candidacy shall signal the start of the election period which shall last for eighteen (18) school days. In consultation with the Dean / Principal, the election period may be extended in case of suspension of classes.

Sec.6. The SCOMEL, whose laws and regulations shall be patterned after those of the COMELEC of the Republic of the Philippines, shall have the following powers and functions:

- a) Enforce and administer all laws and regulations relative to the conduct of the election or plebiscite.
- b) Decide all questions affecting elections, including the determination of the number and location of polling places, appointment of election officials and inspectors.
- c) Decide upon a verified complaint on its own initiative, investigate and when appropriate, persecute cases of violations of election law, including acts constituting election frauds, offenses, and malpractices.
- d) Exercise exclusive jurisdiction over all election-related protests. Decisions, orders, or rulings of the COMELEC on election contests involving elective officers shall be final and executory.
- e) Furnish the Electoral Tribunal copies of decisions which are appealable in nature.
- f) Furnish the College President, College Vice President, Vice President for Academic Affairs, Dean / Principal, Electoral Tribunal and "Sanggunian", a comprehensive report on the conduct of each election and plebiscite within (30) school days from its conclusion.
- g) Declare the winners immediately upon the determination of the final results.

Sec.7. The supervision and regulatory obligations of the COMELEC during the election shall aim to ensure equal opportunity, time and space for public information campaign and forum ceremony of the candidates in connection with the objective of holding free, orderly, honest, peaceful, and credible elections.

Sec.8. A multi-party system shall be allowed to evolve according to free choices of the students.

Sec.9. All candidates shall not be part of the Board of Election Inspectors, Board of Canvassers, or other similar bodies. However, they shall be entitled to appoint poll watchers in accordance with COMELEC rules.

Sec.10. Official candidates shall be free from any form of harassment and discrimination.

Sec.11. Funds certified by the COMELEC as necessary to defray the expenses for holding any elections or plebiscite shall be requested from the SSC general fund as appropriated by the Supreme Student Council.

## **ARTICLE VIII**

### **Electoral Tribunal**

Sec.1. There shall be an Electoral Tribunal which shall serve as a Court of Appeals for all protests and complaints concerning the constitutionality of the COMELEC rulings.

Sec. 2. The Electoral Tribunal shall be composed of one (1) faculty member from each collegiate unit / high school strand to be appointed by their Dean / Principal; and the "Sanggunian"

Sec.3. The appointment of the members of the Electoral Tribunal shall be held as deemed necessary.

Sec. 4. The Electoral Tribunal shall be convened by the Dean / Principal within a week after the convening of the COMELEC.

## **ARTICLE IX**

### **Discipline of Officers**

Sec.1. Any member of the Executive Department or "Pamunuan" may be impeached or suspended as may be determined by the "Sanggunian" for any of the following grounds:

- a) Any violation of the CDSCDB Supreme Student Council Constitution and rules stipulated in the Student Handbook.
- b) Gross negligence of duties and responsibilities.
- c) Malversation of funds.
- d) Any other form of misconduct which undermines the functions of the Supreme and Local Student Council.

Sec.2.

- a) The "Sanggunian" shall have the exclusive power to try and decide all cases of impeachment.
- b) A verified complaint for impeachment may be filed by any member of the "Sanggunian" or by any student upon a resolution of endorsement by any member thereof which shall convene as an impeachment court.
- c) The decision of the impeachment court, after hearing and by a majority vote of its members, is final and executory.

- d) For purposes of impeachment, majority vote of at least 2/3 of all members of the impeachment court shall be required.
- e) In case of malversation of funds, the impeached officer/s is obliged to pay back the amount of money in question.
- f) The impeachment proceedings and sanctions does not limit the SSC or other parties in filing a formal complaint to the Colledge discipline board as prescribed in the student handbook

Sec.3. Any member of the SSC1 who fails to attend four (4) consecutive regular meetings without prior notification to the President or the presiding officer of his/her status and reasons would mean abandonment of duties and responsibilities, thus, shall automatically be a ground for impeachment and will be preventively suspended from office.

Sec.4. The discipline of the members of the "Pamunuan" shall be determined by the body itself. The House Rules shall be consistent with the CDSCDC Supreme Student Council Constitution.

**ARTICLE X**  
**Funds and Accountability of the Supreme Student Council**

Sec.1. The general fund of the SSC shall be collected from the students through the Finance Unit every semester.

Sec.2. The general fund of the SSC collected every semester shall be appropriated to the Executive Department, Legislative Department, and COMELEC in accordance with the approved program of activities and proposed budget.

Sec.3. All funds collected by the SSC for a special project shall be used for such purpose only. If the purpose has been fulfilled or abandoned, the balance (if any) shall be added to the general fund of the SSC.

Sec.4. The SSC shall submit a projected appropriation of the budget of the SSC's expenditures to the College Administration for review and recommendations within fourteen (14) school days after the conclusion of the elections.

Sec.5. The SSC shall submit a request for budget re-alignment for all unused funds during the first (1st) semester within fourteen (14) school days after the opening of the second (2nd) semester

Sec.6. All remaining funds of the incumbent SSC, by the end of their term of office, shall be returned to the School Finance Unit before the last day of the second semester.

Sec.7. A third-party audit of the financial statement of the SSC shall be conducted by the School Finance Unit.

Sec.8. The SSC shall publish an audited financial statement of the SSC at the end of its term, a copy of which shall be submitted to the Dean / Principal and OSA.

## **ARTICLE XI**

### **Amendments or Revisions**

Sec.1. A constitutional review shall be conducted every five (5) years, the report shall be submitted to the "Sanggunian" for deliberation.

Sec.2. Any amendment to or revision to the CDSCDB Supreme Student Council Constitution may be proposed by:

- a) The "Sanggunian", upon a vote of % of all its members; or
- b) A Constitutional Convention composed of three (3) representatives of each collegiate unit duly recommended by the Dean or Principal

Sec.3. Amendment to the CDSCDB Supreme Student Council Constitution may likewise be directly proposed through student initiative in a petition from at least 12% of the total number of qualified voters, of which every collegiate unit must be represented by at least 3% of the qualified voters.

Sec.4. The "Sanggunian" may, by a vote of 2/3 of all its members, call a Constitutional Convention.

Sec.5. Any amendment to or revision of the CDSCDB Supreme Student Council Constitution under Sec.2. hereof shall be valid when ratified by a majority of the votes cast in a plebiscite which shall be held not earlier than thirty (30) school days nor later than sixty (60) school days after the approval of such amendment or revision, or as the case may provide.



Any amendment under Sec.3. hereof shall be valid when ratified by a majority of the votes cast in a plebiscite which shall be held not earlier than thirty (30) school days nor later than sixty (60) school days or as the case may provide, after the certification of the "Sanggunian" of the sufficiency of the petition.

## **ARTICLE XII**

### **Transitory Provision**

Sec.1. The appointed interim officers of the Supreme Student Council elected under the 202 Supreme Student Council Constitution shall continue to remain in office and perform the duties and functions assigned to them. They will relinquish their offices until the newly elected officers, through a special election assume their respective offices and serve as the Transitory President, as approved in a resolution passed by the Constitutional Convention.

Sec.2. The Transitory government shall serve until the election and proclamation of the newly elected officers, under the 2022 Supreme Student Council Constitution, assume their offices on the first day of classes.

## **ARTICLE XIII**

### **Effectivity**

Sec.1. This Supreme Student Council Constitution shall take effect fifteen (15) days after posting in the school campus and/or publication in the school newspaper.

## **SECTION 22. STUDENT ORGANIZATIONS AND ACTIVITIES**

The College recognizes the importance of developing creative, critical, and responsible student leaders who shall eventually assume the mantle of leadership in their chosen fields of endeavor. For this purpose, she encourages the formation of student groups that pursue clearly established common objectives and the initiation of student-directed endeavors along social, cultural, religious, literary, educational, or recreational

lines. Students may join religious organizations, professional organizations, socio-civic organizations, or special interest organizations.

A student organization is a group of at least 15 bona fide students that pursue common objectives and interests, initiates student-directed endeavors along these objectives and interests and meets regularly to form close bonds.

A recognized student organization is one which has been given permission to conduct its activities within the school premises, to make use of its facilities, to attach Colegio de Santo Cristo de Burgos to their names, and avail of funding from student development fund.

#### **Classification of Student Organizations According to membership**

- **College Wide** - membership is open to all colleges
- **Program Wide** - membership is exclusive to a single program / strand or department

*For purposes of supervision, college-wide organizations are under the Office of Student Affairs while program-wide organizations are under their respective departments.*

#### **According to categories**

- **Academic** – organized within the degree granting academic departments or fields of discipline.
- **Religious** – engaged in campus ministry.
- **Women's Group** – advocacy groups for women issues and women empowerment.
- **Sports and Recreation** – engaged in sports, physical fitness programs, and other activities.

- **Theater and Performing Arts** – primarily concerned in the artistic expression of students through the theater and performing arts
- **Cause-Oriented** – advocacy groups espousing human rights, socio-political issues and related concerns.
- **Alliance** – confederation of at least two (2) recognized organizations sharing the same interests and ideals.
- **Special Interest** – organizations whose classification and activities, ideals, and objectives are different from those mentioned above.

**Non-Recognition of Fraternities and Sororities.** As a policy, CDSCDB does not approve of or recognize fraternities and sororities and their initiation rites. This especially holds true for hazing of any kind or the involvement of college students in such illegal practice. Any student or employee of the College found to be involved in such activities shall be dropped from the roll or asked to leave the College. Membership in any fraternity or sorority is considered a major offense.

**B. General Policies.** All recognized groups in the College are subject to the policies of the OSA, SSC, the Student Constitution, and the rules and regulations established by the Commission on Higher Education (CHED).

**C. Application for Recognition.** Any group of at least fifteen (15) bonafide students may apply in formal writing for recognition to the Dean of Students to form a student organization within the first thirty (30) days after the start of classes in the first semester. Together with the application letter, the following supporting documents must also be presented to the Dean of Students:

1. Three (3) copies of the proposed student organization's Constitution and By-Laws which contain the mission and objectives of the organization;
2. Name of the faculty adviser(s) with a letter of acceptance;

3. List of interim officers with their names, courses, year levels, addresses, telephone numbers, birthdays, and specimen signatures;
4. List of members with their names, courses, year levels, and specimen signatures; and
5. Proposed activities for the entire school year, including tentative dates of implementation and brief description of each activity.

The Dean of Students, after deliberating upon the application in consultation with authorities concerned, shall then act on the application of such student organization within three (3) days after the last day for filing of such application.

**D. Constitution and By-Laws.** Each student organization shall have a constitution and by-laws which shall be approved by the Dean of Students. No student organization shall be allowed to function without prior approval herein required.

**E. Certificate of Recognition.** A corresponding Certificate of Recognition shall be issued by the SAC to each student organization upon full compliance with requirements herein prescribed. Such certificate shall be effective for one (1) school year only and shall have to be renewed each succeeding school year that the organization is in existence.

- a. Any student organization whose Certificate of Recognition is not renewed or fails in the evaluation of the OSA and the SSC shall be considered automatically defunct.
- b. Any student organization which has been granted institutional recognition and which violates its own statement of purpose or Constitution and By-Laws, or fails to comply with the College, OSA, or SSC policies, is liable to revocation of its Certificate of Recognition

- F. Membership.** A student may be a member of at most two (2) recognized College-wide organizations in one (1) school year. All members and officers of student organizations must be bona fide fulltime students taking an academic load of at least twelve (12) units (except graduating students). They should have no academic probation or disciplinary case.
- G. Officership.** A student leader may not hold two (2) major positions in two (2) organizations (e.g., president and vice president are major positions). But he may hold one (1) major post in one (1) organization and have a minor post (E.g., secretary, treasurer, business manager, auditor, or public relations officer) in another. This aims to prevent him from being overburdened, to spread leadership opportunities, and to give a chance to others to handle leadership posts. Officers of student organizations must serve the full two (2) semesters of their term and must maintain an average grade of 2.50 or better. They must also be of good moral character and not be the subject of disciplinary action.
- H. Duty to File Reports.** Each student organization is required to render a written report of its activities within ten (10) days before the end of the schoolyear to the OSA and the SSC. The report shall contain the following information: objectives, activities, schedule, persons responsible, output, and impact. This should be accompanied by a financial report, plans for the following school year, and list of officers and members. The report must be certified by the faculty adviser. Failure to submit the report to the SAC and the USC within the period designated may be sufficient cause for the revocation of the student organization's Certificate of Recognition.
- I. Awards for Students and Student Organizations.** Organizational Awards are given to recognize student organizations for continuously strengthening the Burgosan badge of excellence in club management for implementing activities and

services reflective of CDSCDB's thrust of a dynamic participation of the Filipino youth for social transformation.

**Categories**

- Special Commendation for Organizations
- Most Outstanding College-Wide Organizations
- Most Outstanding Program-Wide Organization

**J. Outstanding Student Awards.** Given to a student who has represented the college and promoted the college as an institution of excellence and leadership.

**Categories**

- Special Commendation for Students
- Most Outstanding Students in Athletics
- Most Outstanding Students in Cultural and Performing Arts
- Most Outstanding Students in Community Development

**K. Leadership Awards.** This award is conferred to a deserving officer of a recognized student organization for his/her exemplary ability in organizational management and activities of significant importance to the college.

**Categories:**

- **Most Outstanding Student Leader -**
- **Burgosian of the Year -** The year's brightest and best selected from among the undergraduate collegiate units whose standards of excellence in both academic work and leadership portrays a constant role model of a youth nurtured in the Burgosian spirit.

**L. Waiver.** All off-campus co-curricular and extra-curricular activities which will be held for one day or more shall require a waiver signed by the parent/guardian. No student shall be allowed to join any activity classified in this section without a waiver. This form shall be submitted to the Director of Student affairs a day before the activity.

**M. Supervision.** All off-campus and in-campus activities must have a club moderator or faculty member to supervise the activity.

**N. Fundraising, Money Collection and Donation**

Any form of donation and fund-raising activity must be approved by the School Administrator prior to initiation. Money collection for purposes other than the school activities with approval by the School Administrator is allowed.

CDSCDB stands by its commitment to avoid additional expense on the part of parents and the personal handling of money or goods by its employees. Employees are not allowed to sell items for personal gain or receive cash on behalf of CDSCDB. The school allows collection for extracurricular activities and educational tours which require a contribution. Transaction of payments is to be collected by the accounting office

**O. Activities Outside the School**

Students joining outside activities, including but are not limited to beauty pageants, public appearances, commercial advertisements, and the like are required to consult with the Student Affairs Office for verification and approval.

**SECTION 23. SUSPENSION OF CLASSES**

- IF TYPHOON SIGNAL NO.1 is sounded, the classes shall continue as scheduled unless an announcement is made by the President / VPAA.

- IF TYPHOON SIGNAL NO.2 is sounded before the beginning of classes in the morning, classes shall continue as scheduled unless otherwise announced in the radio or television announcement that classes for Senior High School and College has been suspended in Sariaya, Quezon; or suspension of classes has been called by the President / VPAA.
- IF TYPHOON SIGNAL NO. 3 is sounded, the campus shall be closed. All activities are suspended.

*Note: This is subject to any changes implemented by CHED or DepEd*

## **SECTION 24. POLICY ON COLLECTION OF FEES FOR EDUCATIONAL TRIPS, TOURS, CONVENTIONS, AND RELATED ACTIVITIES**

### **OBJECTIVE**

To facilitate collection and disbursements of payments for educational trips, tours, conventions, and related activities.

### **POLICIES**

1. All collection of payment from a student shall be coursed through by the Finance office except in activities that may be determined by the Office of Student Affairs or the College Dean.
2. No collection of fees shall be made by either student or faculty member in connection with the activities stated herein. All the activities must have to support financial statements prepared by the organizers and noted by the faculty advisers/in charge.
3. Trips, tours, conventions, and the likes which require the services of outside agencies shall require the submission of quotations of at least two companies for bidding purposes. The contract or bid shall be evaluated and approved by



the committee composed of the Faculty Moderator and Student Representative.

## PROCEDURES

1. Organizers (departments/areas/students) inform the Finance Office of the following:
  - Amount to be collected from the students
  - Transportation company and other contracts with service companies concerned (including hotels, resorts, etc.)
2. Student tenders' payment with the Finance Office or authorized persons.
3. Finance Office issues official receipt and ticket for the activity.
4. Organizers retrieve tickets from the students which shall be the basis for the accommodation.
5. Finance Office will disburse all payments to contracted service companies.
6. Student/Faculty organizers prepare financial statements not later than one (1) week after the activity which shall be published in the Bulletin Board (cc. College Administrative Assistant, College Dean, Finance, Student Affairs Officer).

**INSTRUCTIONAL SUPPORT AND STUDENT SERVICES UNIT**

## 01 THE OFFICE OF STUDENT AFFAIRS

The Office of the Student Affairs was conceptualized to centralize and integrate the services given to Burgosan students regardless of their program. The Office is also expected to serve as a coordinating unit of all student activities outside of their academic requirements.

### Objectives:

1. To harmonize all student services of each of the academic units for the holistic development of the students
2. To formulate comprehensive programs related to:
  - a. Disciplinary Concerns
  - b. Scholarship and Financial Assistance
  - c. Alumni and Placement Services
3. To implement, monitor and evaluate the different programs and activities of each academic unit related to student concerns.
4. To develop important policies that will facilitate good governance for administrative policies in the implementation of the programs of the institution. The programs of this office include:
  - a. Marketing of Academic Programs
  - b. Guidance and counseling services for personal and professional development, tutorials and academic bridge programs, academic counseling
  - c. Health, housing canteen (auxiliary services) and other personal needs of students
  - d. Student organizations and student publications
  - e. Scholarship and Financial Assistance: implementation of present scholarship grants and programs linkages and networking with possible sources of grants

5. Alumni and Placement: Alumni database, tracking and tracer studies; Seminars and workshops with the Alumni; Marketing activities to promote the College; Job placement programs

## 02 THE GUIDANCE AND COUNSELING OFFICE

Guidance and Counseling is an integral part of the educational program of Colegio de Santo Cristo de Burgos. It seeks to provide developmental, preventive, and remedial guidance and counseling programs and likewise assists the administration and faculty in improving the learning environment through its research and testing program, referral service and maintenance of the student's cumulative files. The Guidance and Counseling Center is open from Monday to Friday from 8:00 a.m. to 5:00 p.m.

The Guidance and Counseling Office exists primarily to assist in discovering, understanding, and accepting the uniqueness of each student for which they must be provided with school environment that is supportive, motivating, and challenging. Specifically, the goal and objective of the Guidance and Counselling office is to create a program that will (1) develop the inherent unique personality traits, skills and attitude of each and every student to benefit their chosen field of practice; and (2) guide and mold the Burgosian students into sound, competent and productive members of the Filipino Society guided by the values and principles of the school's patron, our *Mahal na Senor Santo Cristo de Burgos*. To make this possible, the department would provide the following services:

1. **INTERVIEW & COUNSELING** – This is to assist you by providing alternatives, clarification and leads for the solution of your conflicts and worries. We conduct individual and group counseling such as routine interview, referred or voluntary. Feel free to visit us at the guidance office if you need someone to talk to, or schedule a online consultation thru the school website.

2. TESTING / RESEARCH & EVALUATION – This is to help you build a realistic picture of yourself through an estimate of your mental ability, interest, aptitude, personality, and achievement level. We administer different psychological tests such as IQ test, EQ test, career interest, personality test and others.
3. ORIENTATION – Through this service, we are given the opportunity to welcome you in your new home and make you feel a sense of belongingness. Orientation activities are ocular, general programs, room to room orientation by the counselor and the like.
4. INFORMATION – Students must be properly informed with necessary knowledge for their personal and academic growth through guidance bulleting of information, brochures, forms/questionnaire, newsletter, room, campaign, seminars, orientation, and others.
5. INDIVIDUAL INVENTORY – Vital information about the student family background, scholastic records, psychological test results, interview notes and counseling report are filed in the individual cumulative folders and are kept confidentially. Primary objective of this service is to assess and understand students’ personality and psychological make-up.
6. PEER FACILITATORS PROGRAM – Peer facilitators are volunteer students who act as extension arm of the guidance counselor. They are provided with special trainings and seminars that they may acquire the necessary skills in helping and reaching out fellow students.
7. FOLLOW-UP SERVICES - This is to offer help to graduates through the alumni services. Moreover, this is to help students assess their current progress in school and determine areas that need adjustment and proper coping to maximize their results and potential.

## 03 OFFICE OF ADMISSIONS AND REGISTRAR (OAR)

### **Mission Statement**

1. To preserve academic integrity, safeguard the security of students records as well as other vital documents of the College in strict confidentiality.
2. To enforce the academic policy of the College, policies and guidelines of the Commission on Higher Education (CHED) and other government agencies on matters related to the functions of the school.
3. To uphold the University's core values to provide professional, exemplary quality support services, efficient and courteous responsive to the needs of the academic community.

### **Nature of Operation**

The Office of Admissions and Registrar serves as the principal custodian of the student's academic records coordinates course enrollment and registration, graduation and manages the student information system.

College Academic policy, policies and guidelines of the Commission on Higher Education (CHED) and other government agencies on matters related to the functions of the school are enforced and data integrity is maintained through the system controls.

The Registrar coordinates with the College Dean and Senior High School Principal on student admission and transfer, accreditation of subjects and units, course enrollment and registration, and graduation. In addition, they work in partnership with all technical resources available to provide services to all constituents.

The Registrar certifies and issues the authenticity and content of academic records and other related documents.

### **Certificates and Records Issued by the Registrar's Office**

1. The Registrar's Office shall produce and be able to release the following Certificates and Credentials within the time specified.

#### **Certificates and Credentials**

*Transcript of Records*

For graduates	15 working days after graduation
For undergraduates	15 working days after request
For old graduates	15 working days after request

*Certificate of Graduation*

For graduates	One Month After Graduation
For undergraduates	15 working days after request
For old graduates	15 working days after request

*Clearance*

For graduates	15 working days after graduation
For undergraduates	15 working days after request
For transferees	15 working days after request

2. The Office of Admissions and Registrar shall always be available for distribution the following college information:
  - a. Bulletin of Information of the Colleges
  - b. Application Forms for the College and Requirements
  - c. Flyers about the Academe
  
3. A students' academic record or portion of it may be issued or released to any of the following for legitimate reason or purpose:
  - a. The student – for national examination, enrollment in another school, employment, etc.
  - b. The parent, guardian or immediate relative with proper authorization for same reason as “a.”
  - c. Another school - for enrollment
  - d. A government agency or private company or firm – for employment
  - e. An institution granting scholarship - for eligibility to a scholarship
  - f. A government office - for whatever purpose, provided a *subpoena duces tecum* is presented.

4. Transcript of Record shall be released in sealed envelope to the requesting party.
5. A clearance for graduates or students who dropped from the roll is necessary for clearing financial, property and other responsibility before the diploma or other document is released. Within one week after the close of classes the following Offices shall submit to the Registrar's Office a list of students with accountabilities on which the Registrar shall base the issuance of the clearance.
  - a. Dean and Academic Departments
  - b. Accounting Department
  - c. Library

### **Procedure for Records Application**

#### *Request from Local*

1. Secure application form to the Registrar's Office and fills up the required data;
2. Obtain clearance from the Accounting Department (1st Floor, main building);
3. Pay to the Cashier for the document requested (1st Floor);
4. Submit the accomplished form to the Office of the Registrar for processing
5. Document requested will be released after 15 working days upon receipt of payment from the requesting party.

**NOTE.** *Written authorization and valid Identification Card of both graduate/student and representative are necessary for release to third party.*

#### *Request from Abroad*

1. Send an email request to [cdscdb@gmail.com](mailto:cdscdb@gmail.com) indicating the type of document to be requested. The following information should include:
  - a. Full name used in the College
  - b. Date of birth

- c. Course taken
  - d. Date of attendance
  - e. Date of graduation
2. Payment shall be made in a form of Gcash (number should be requested from the Registrar's Facebook page)
  3. Document requested will be released after 15 working days upon receipt of payment from the requesting party.

## **04 INFORMATION TECHNOLOGY & LEARNING MANAGEMENT SYSTEM TECHNICAL SUPPORT (IT-LMS TECHNICAL SUPPORT)**

The CDSCDB Information Technology and Learning Management System Technical Support is a service department for:

- Management Information
- Systems Development
- Information Technology & Related Areas, such as the Cyber
- Library
- Training Related to Information Technology and Systems
- Computer Hardware Maintenance

The department assists in refining, reinforcing, and implementing the policies & procedures of other units through computerization & use of technology. It is committed to serve the Burgosian community in a socially responsible way, which fuels our continuous quest for advancement and information technology for better service.

### **Goals & Objectives**



1. To establish a functional, reliable, secure, accessible, and transparent information technology resources and services.
2. To create an IT-intensive environment that facilitates:
  - a. Teaching, learning, administration
  - b. Intra- and Inter-organizational collaboration, communication, and dissemination of information
3. To use IT as an enabler to improve quality, efficiency, and productivity
4. through appropriate re-alignment/re-engineering of processes and systems.

### **School Website**

The official website of the College is [www.cdscdb.edu.ph](http://www.cdscdb.edu.ph). Students can access it at any time. Available in the SCHOOL WEBSITE are the following, but not limited to:

1. Information regarding the school, including its vision, mission, etc.
2. Courses offered for College, Senior High School and TESDA
3. School Rules, Regulations and Policies
4. School Forms
5. Procedures for Enrollment and Availment of School Services, including doctor consultations and counselling
6. News and Events
7. Online forms for student inquiries

### **Learning Management System**

The student portal of the college is [www.cdscdbofficial.neolms.com.au](http://www.cdscdbofficial.neolms.com.au). An application is also available in Android and Apple Phones in their respective Stores. The site may be accessed by entering the same domain.

Students may access their accounts using their student number and password. Log-in details shall be sent to the e-mail address used during their registration and

enrollment prior to the start of classes. Through their respective accounts, the student would be able to:

1. Access and view their lectures and modules for the subjects they are enrolled in for the current semester.
2. Answer and submit their assignments and exams provided by their instructors
3. Message any faculty member or the LMS technical support for inquiries and support
4. Access the online libraries for subject references
5. Access faculty and subject evaluation modules
6. Customize the information and details in their account
7. Download their lectures and modules for offline use

## 05 SCHOOL LIBRARY

The library is a vital unit of an academic institution which grows with knowledge and technology advances. The Administration fully supports the development and management of its library.

The CDDSCDB Library houses academic resources to support instructional and learning requisites. The library accommodates and maintains a substantial collection of books, periodicals, audio-visual materials and electronic resources.

The Online Public Access Catalog (OPAC) system has been set up to facilitate browsing and in turn maximize the time allocated for research. The library serves various clienteles from the Department of Business Administration, Department of Hospitality Management, Department of Psychology, Department of Information Technology and Computer Science, Department of Teacher Education, Department of Tourism Management, Senior High School, the faculty members, and other affiliated officers.

The library's collection was accrued through the beneficence of various organization, alumni, students, faculty, and friends.

## **General Policies**

1. The library shall be fully developed to ensure the provision of efficient and quality service to the users.
2. The library shall have collection of the latest books and shall subscribe to electronic resources in various fields beyond the requirements of the Commission on Higher Education, Department of Education, and the Philippine Accrediting Association of the Schools, Colleges, and Universities.
3. The library shall be managed by qualified librarians and staff.
4. The library shall be completely computerized.
5. The physical structure of the library shall be periodically upgraded to continually provide an aesthetically pleasant and conducive environment for learning.
6. The library should be provided with amenities as befitting a modern library.

## **Operational Policy**

1. The library is primarily for the use of the students and faculty of the school.
2. The book holdings, periodical subscription and electronic resources shall be according to the needs of the users.
3. The library committee shall guide and assist the librarian and the staff in developing the library.
4. The IT-LMS Technical Support shall provide guidance and ensure that the computerization of the library is in conformity with the over-all computerization of the school.
5. The library rules and regulations on the use of the library shall include:
  - a. Number of books that can be borrowed and duration of loan
  - b. Overdue books and loss of books
  - c. Mutilation and theft of library materials
6. A rule of conduct shall govern behavior in the library.

7. The provision of amenities and benefits shall not interfere with the normal operations of the library.
8. The library shall have a staff development program.

## **GUIDELINES FOR LIBRARY USE**

### **1. Requirements for Using the Library**

#### *Students*

- A. A valid ID is strictly required for all transactions in any section of the library. The ID is scanned and is non-transferable. Anyone presenting an ID that is not his/hers shall be subject to the following sanctions:
  - 1st offense: Warning
  - 2nd offense: Library privileges will be suspended for a month and the student will be reported to the Discipline Committee.
- B. A valid ID must always be visibly worn inside the library. Students must be in proper uniform when using the library on those days that classes are officially in session. A student who is not in proper uniform will only be allowed to return borrowed library materials for which 5 minutes upon entry is deemed sufficient. This rule is waived on weekends and on holidays.

#### *Officials, Faculty, Employees & Alumni*

A valid ID is required for all transactions with any section the library. For Alumnus, their old school ID must also be presented as proof of attendance in the college.

#### *Other Researchers*

Non-members of the Burgosan community are required to pay a fee of fifty pesos (₱ 50.00) per visit per person for the use of the materials or other facilities, except multimedia and internet. All materials shall be for room use only.

*\*During major examinations, the library will not accommodate outsiders.*

2. The maximum number of books that can be borrowed and taken out and the duration of loan shall be as follows:

a. Circulation Books

Students	two (2) books at a time, for one (1) week
Faculty	four (4) books at a time, for two (2) weeks
Employees	two (2) books at a time, for one (1) week
Officers	subject to librarian's discretion
Alumni	Room use only
Others	Room use only

\* Books are subject to renewal after the duration stated

b. Reserved Books

Students	two (2) books, to be returned the following day
Faculty	two (2) books, to be returned the following day
Employees	one (1) book, to be returned the following day
Officers	subject to librarian's discretion
Alumni	Room use only
Others	Room use only

\* Books are subject to renewal after the duration stated

3. The books may be photocopied, and the journals may be download. Photocopied books should be for personal use only, and not to be sold or rented to any 3<sup>rd</sup> party.

4. Renewing/ Returning Books and Other Library Materials

- a. Books should be renewed or returned on time at the counter from which they were borrowed.
- b. If a client is unable to return material, a proxy may return it for him/her. The borrower will still be held responsible for the material and any penalties incurred will still apply to him/her.

- c. If a client is unable to return the material due to sickness or a pressing emergency, he/she is encouraged to submit an excuse letter with the corresponding certificate attached. Waiving of penalties is subject to the discretion of the Chief Librarian.
- d. 4.4 Renewal of book loan is allowed except when other legitimate library users need the material, or when it is overdue.

5. Students or faculty members who need to consult other information centers may request the Chief Librarian for the issuance of referral letter/s to the institution/s of their choice.

6. Borrowers with overdue books shall be fined as follows:

- Circulation      ₱ 5.00 a day
- Reserve            ₱ 5.00 per hour allotted time expired and  
                          ₱ 20.00 a day thereafter
- Journals            ₱15.00 after one hour of loan

Overdue notices shall be issued as follows:

<b>Days overdue</b>	<b>Notices Sent to Borrowers</b>
14	First notice
30	Second notice
40	Third notice
60	Considered Lost (follow policies on loss books)

7. Borrowers will be held responsible for materials out on loan. The borrower is allowed to either replace the lost or damaged book by purchasing it himself or requesting the library to replace it. All books replaced must be of the latest edition. If the book is one set of a set or series, they may be called upon to replace the whole set or series.

8. Writing on books, library tables and chairs, theft, or any library materials, tearing of pages and mutilation of books and other materials beyond reasonable wear are strictly prohibited and are subjected to disciplinary action such as suspension of library privileges.

9. Room Use Materials

- a. Room use Materials are reference books, journals and theses that have been tagged to be “FOR ROOM USE ONLY” and may not be used OUTSIDE the library. The same also applies to reserve books, circulation books and other library materials that have been borrowed on a room use basis.
- b. With permission, a client may take out materials (except theses) for use in a class discussion for the duration of the class.
- c. A client is allowed to take out only one room use material at a time.
- d. Taking out of room use materials is allowed except when other legitimate library users need the material.
- e. Clients who are found to have violated the above rules and regulations for room use materials will incur the following penalties:

<b>For Taking out room use materials without permission:</b>	
1st Offense:	₱50.00 per day / fraction of a day + 2 weeks suspension of library privileges.
2nd Offense:	₱50.00 per day / fraction of a day + 1 month suspension of library privileges + offense will be reported to the Committee on Student Discipline.
3rd Offense:	₱50.00 per day / fraction of a day + 1 semester suspension of library privileges.
<b>If a client with permission returns the material late but before 7:45 pm of the same day.</b>	

1st Offense:	₱50.00 per hour / fraction of an hour
2nd Offense:	₱50.00 per hour / fraction of an hour + 1 week suspension of the library privileges + offense will be reported to the Committee on Student Discipline.
3rd Offense:	₱50.00 per hour / fraction of an hour + 1 month suspension of the library privileges.
<b>If a client with permission takes the material home / returns the material after the day it is due.</b>	
1st Offense:	₱50.00 per day / fraction of a day + 1 week suspension of library privileges.
2nd Offense:	₱50.00 per day / fraction of a day + 1 month suspension of library privileges + offense will be reported to the Committee on Student Discipline.
3rd Offense:	₱50.00 per day / fraction of a day + semester suspension of library privileges.

#### 10. Use of the Computer Room

- a. Use of the computers is strictly limited to research use only. E-mail, chatting, games and viewing of pornographic materials are absolutely prohibited.
- b. Due to limited resources available for provision of public access to the internet, the library will set limits, e.g., on use of large files of still or moving images or sound, or on downloading of files. The library reserves the right to limit the amount of time an individual user can devote to a single session.

#### 11. Conduct in the Library

- a. Proper conduct is expected of everyone at all times. Anyone causing a disturbance will be asked to leave.



- b. In units where open-shelf system is adopted, users are required to deposit their personal things, except money and valuables at the baggage / control counters.
- c. Cell phones should be in silent mode upon entering the library.
- d. Seats may not be reserved. Anything left on the reading tables for this purpose shall be removed by the library staff to make room for other readers.
- e. Food is not permitted inside the library. Drinks are allowed inside the library except in the computer room. Smoking is not allowed inside the library.
- f. Reader's services shall cease 15 minutes before the indicated closing time in order to enable the staff members to put the library back in order for the next day's work.

## 12. Book Collection and Journal Subscription

- a. The book collection of the library shall regularly be upgraded by purchase of books. A reasonable number of electronic resources shall be subscribed to, in addition to open access journals on the Internet.
- b. The library committee shall determine the book and journal needs of users and submit the list of books and journals for purchase to the chief librarian.
- c. Old-printed journal with open access shall be disposed to give way to other space requirements of the library.
- d. Books, which are older than ten (10) years, shall be weeded out. Exceptions are books in the basic sciences, which do not undergo frequent upgrading; books in history of medicine, nursing, physical therapy, public health; and some general education books.

### 13. Referrals to other institutions

- a. Students or faculty members who need to consult other information centers may request the Chief Librarian for the issuance of referral letter/s to the institution/s of their choice.

## 06 MEDICAL AFFAIRS DEPARTMENT

### Health Service Benefits

The Colegio de Santo Cristo de Burgos maintains a Medical Clinic in the Main Campus of the school that is made available to the entire student population of as stipulated hereunder:

Students are entitled to the following for the period covered by their registration as bona fide students:

#### 1. Clinic Benefits

- a. Free
  - Consultations with the staff of the Clinic
  - First Aid treatment
  - Routine physical examinations
  - Wound dressing
  - Medications as prescribed by the clinic physician, subject to availability in the pharmacy
  - Vaccination, subject to availability
- b. At Reduced Cost (to be done at MC Laboratory)
  - Routine laboratory procedures such as blood count, urinalysis and feces examinations when requested by the Clinic Physicians
  - Special laboratory examination

- Special diagnostic procedures such as X-rays, EKG, as requested by Infirmery physician.

## **2. Annual Physical Examination**

Students are required to undergo an annual physical examination on the scheduled date to be communicated by the School Administrator. The annual physical examination will be conducted by CDSCDB's medical team as part of its commitment to provide this service to its student

## **3. Medications**

The School Clinic provides emergency first aid and routine medications for common ailments.

## **4. First Aid and Emergency Treatment**

The staff consists of an Officer-in-charge, two (2) physicians, and two (2) nurses working on shifts. The medical team conducts annual physical examinations and attends to the medical and dental needs of all the students, faculty, and personnel. The clinic is open from 7:00 a.m. to 5:00 p.m. Mondays through Saturdays.

Certain school personnel are trained to respond to minor accidents and provide first aid. Should an injury require a medical attention, the student will be brought to a nearby hospital. Parents will be contacted by the adviser. CDSCDB provides the clinic facility for emergency purpose. School nurse is available to attend to the needs of the students for immediate first aid and treatment.

In cases where medication has been prescribed, parents must provide the school a written consent indicating that the students will be allowed to undergo medication in case the need arises. CDSCDB will not shoulder any responsibility for the consequences of a self-administered or instructed medication nor is it responsible for ensuring that medication is taken on time by a student.

## **5. Regular Drug Testing and Procedures**

A drug test is strictly required when there is a student exhibiting symptom of deterring the use of illegal substances. By detecting substance use and by having spillover effects on other students in the school as they are being observed and are influenced by the behavior of the student who exhibit the symptoms of drug user. If there is evidence, it shall be surrendered to the school. This is especially required for the follow-up of a student under disciplinary probation for the same or similar offense. The guidelines will be followed:

- a. The student should be endorsed by the guidance counselor to the accredited clinic to undergo drug test.
- b. The student should be accompanied by the parents or guardian and drug test fee will be paid by the parents.
- c. The result shall be given to the School Administration and will be treated in strict confidentiality.

## **6. Guidelines for Securing Medical Certificates**

- a. A student who is ill may consult at the Infirmary anytime DURING his/her illness and will be given a Medical Certificate.
- b. A Medical Certificate will be issued to a student who had been absent due to illness of he or she consults at the Infirmary on the day he or she REPORTS BACK TO SCHOOL.
- c. Students who are unable to go to the school may consult during their illness via online teleconsultation by scheduling it thru the school's website or contacting the clinic secretary. They may consult with any licensed physician and secure a Medical Certificate from the physician. This Medical Certificate must be presented to the Infirmary Physician on the day the student reports back to school.
- d. A Medical Certificate will be issued only once. Duplicate copy may be issued in case of a lost certificate with a corresponding fee.

- e. A Medical Certificate may only be issued for consultations and concerns related to school; those requested for other reasons would require a corresponding fee.

## **7. Notification of the School Clinic in Cases of Illness**

It is the parent's responsibility to inform the school if their child was diagnosed with contagious disease such as COVID 19, Measles, flu, chickenpox, mumps, sore eyes, and any types of viruses which can infect others. Should a student exhibit such symptoms, they shall be asked to remain at their homes for quarantine as prescribed by the attending doctor.

In cases where student is noted to be exhibiting COVID 19 symptoms at school, CDSCDB shall start isolate the student and follow the necessary steps as prescribed by DOH and IATF. Policies on quarantine and isolation shall be followed. Parents would be contacted for further instructions.

Upon recovery of the student, the school will require them to submit a medical clearance from their attending doctor / school physician stating that they are already deemed FIT TO GO BACK TO CLASS. Only then should a student be allowed to enter the classroom. All absences due to possible COVID-19 infection or exposure would be considered excused and will not be counted against the student.

The Interim COVID Protocol is posted in the school website for reference.

## **07 OTHER SCHOOL FACILITIES**

### **1. OFFICE OF THE DEAN AND THE PRINCIPAL**

### **2. FACULTY ROOM**

Faculty members are provided with a faculty room where they can put their things, prepare their lessons, compute grades, check class requirements, and engage in

intellectual discussions with fellow educators. A computer is available for faculty use for their encoding.

### **3. JUANITO MANIGBAS GYMNASIUM AND OTHER PHYSICAL EDUCATION FACILITIES**

Physical Education classes and sports activities are conducted in the gym and in the volleyball/basketball court. There is a program for intramural sport and recreational activities. With permission from the authorities, students, faculty members, employees, and others may use the facilities for purposes other than conducting PE classes.

### **4. SCIENCE LABORATORIES**

The Physical, Chemical, Biological Science Laboratories are fully equipped with laboratory apparatus, equipment, and materials to enhance the student's investigative skills and scientific knowledge.

### **5. PSYCHOLOGY LABORATORY**

The Psychology Laboratory is fully equipped for the conduction of any experiment that psychology students would like to conduct as part of their course requirements. Moreover, a functional counselling may also be found inside the laboratory for practicums and demonstrations. Psychological tests may also be found in the cabinets of the laboratory which can be conducted during their laboratory units.

### **6. COMPUTER LAB, INTERNET SAFETY AND USAGE GUIDELINES**

CDSCDB provides students with internet and computer access for educational purposes only. Students are required to sign and abide by the CDSCDB Code of Conduct. Please refer to the guidelines set by Information Technology for a more comprehensive understanding.

Students will provide their student id number and email address to get free access. Students should use their email addresses for school-related matters only such as doing assignments, submission of schoolwork, and research. The CDSCDB student will be subject to disciplinary action in case there will be the usage of technology other than the purpose. CDSCDB encourages students to use social media responsibly. Students must ensure that their personal profile reflects the image and values of the school, thus vulgarity and the indecent manifestation of oneself is discouraged. Students are expected to act with politeness and respect as they engage others online.

Please refer to the details below for specific guidelines on what can and cannot be done in social media:

- a. Students should not share inappropriate comments about the school.
- b. Students should not expose school photos, videos, or confidential data and properties without permission from the school.
- c. Students are not allowed to gather people's opinions using social media to rebuke or criticize the school through social media.
- d. Malicious remarks towards the school or school's personnel using social media are highly discouraged.

CDSCDB reserve the right to check any CDSCDB oriented group/page, provide direction to close the group/page should its nature or run contrary to the adherence of the CDSCDB vision and mission. No other social media page representing CDSCDB may be created or managed. There will be only one official CDSCDB page.

The trademark CDSCDB logo may not be used by any private or closed Facebook groups/pages, without the express permission of the CDSCDB Administration. The CDSCDB logo may not be changed, revised, altered, or distorted for use in any group/page. The logo may only be used as part of official content from the official School social media pages.

The internet laboratory room consists of numerous workstations running Windows as its operating system (OS). The rooms are located at second floor of the school.

## **7. MULTI-MEDIA ROOM**

The Multi-Media Room is equipped with a surround speaker system, television set, Over Head Projector, Multi-Media Projector, VHS, VCD/DVD Players, to supplement the teaching learning conditions. It is located at second floor of the school.

## **8. FUNCTION ROOM, BAR AND RESTAURANT**

A fully air-conditioned function room is located at Carmina Janna Building and Mock Hotel. This is where Hospitality Management students are trained in hotel, bar and restaurant operations.

## **9. AUDITORIUM AND SOCIAL HALL**

The College holds assemblies, conferences, seminars, conventions, concerts, lectures, commencement exercises, and theatrical presentations in these halls.

## **10. LIBRARY**

The CDDSCDB Library houses academic resources to support instructional and learning requisites. The library accommodates and maintains a substantial collection of books, periodicals, audio-visual materials and electronic resources. The library is open from Mondays to Fridays, from 8:00 am to 5:00 pm with no noon breaks. Students of other schools are allowed to use the library, provided they present proper forms duly signed by their respective heads or chief librarian

## **11. CHAPEL**

The school has a chapel in its 2<sup>nd</sup> building where students and employees may offer their prayers. Masses may also be held in the room for small occasions.



## **12. SCHOOL CLINIC**

CDSCDB reserve the right to refuse enrollment to a student with a special medical or learning condition should it feel that the school does not have the capacity to look after and respond to the student's needs. The School Clinic provides emergency first aid and routine medications for common ailments. The staff consists of an Officer-in-charge, two (2) physicians, one (1) dentist and two (2) nurses working on shifts. The medical and Dental Team conducts annual physical examinations and attends to the medical and dental needs of all the students, faculty, and personnel. The clinic is open from 7:00 a.m. to 5:00 p.m. Monday to Saturday.

## **13. BULLETIN BOARDS**

A school bulletin board is placed in the front of the main building for posting of the school calendar, policies and regulations, announcements, and other materials related to various school activities. Any damage or desecration of the bulletin board shall be considered as an offense.

Official clubs/organizations are also assigned a bulletin board. A duplicate key is given to the president of the club/organization, another one is kept at the Students Affairs Office. The president or other officers who may be assigned is responsible to post or erase whatever is written/posted on the bulletin board. Posters, announcements, information can be placed on the bulletin board at least three days after the activity, after which it must be removed or erased. Announcements, invitations, posters, particularly those involving activities outside the College must pass through the office of the Student Affairs for approval.

## **14. KITCHEN LABORATORY**

Fully equipped kitchens are found in the Carmina Janna Building and the Main Campus of the school for the main use of students from our SHS students as well as the College students to teach them on the essentials of kitchen use, cooking, baking and such. Use of the facility require permission from the school administration prior to use.

## **NSTP OFFICE**

The office is staffed with faculty members who are involved in educating the students regarding the conduction of the NSTP Program of the College. As stipulated in Republic Act No. 9163 (NSTP Act of 2011), NSTP is established for the tertiary level which aims to improve literacy and numeracy skills, disaster risk reduction and management skills, and defense preparedness skills by developing service ethics, nationalism, patriotism and love for fellow citizens.

### **15. RESTROOMS**

### **16. STUDENT LOUNGE**

### **17. SCHOOL GARDEN**

### **18. CLASSROOMS**

### **19. RECORDS ROOM**

### **20. CASHIER**

### **21. IT OFFICE**



**APPENDIX**  
**APPENDIX A. CLEARANCE SLIP**

**CLEARANCE SLIP**

NAME : \_\_\_\_\_ SEMESTER 20 \_\_\_\_\_ -20 \_\_\_\_\_

COURSE & YEAR: \_\_\_\_\_ STUDENT NO.: \_\_\_\_\_

GUIDANCE : \_\_\_\_\_ CLINIC : \_\_\_\_\_

LIBRARY : \_\_\_\_\_ REGISTRAR : \_\_\_\_\_

CIMC : \_\_\_\_\_ FINANCE : \_\_\_\_\_

\_\_\_\_\_  
COLLEGE COORDINATOR OF  
STUDENT AFFAIRS

\_\_\_\_\_  
COLLEGE DEAN

Note: Last day of submission of the clearance form will be on \_\_\_\_\_.

## APPENDIX B. LEAVE OF ABSENCE

Good day sir/ma'am:

I, \_\_\_\_\_, a student of Colegio de Santo Cristo de Burgos, under the program \_\_\_\_\_, would like to request for a leave of absence until \_\_\_\_\_, due to the following reasons:



Sincerely,

\_\_\_\_\_  
*Student's Name and Signature*

\_\_\_\_\_  
*Parent's Name and Signature*

Approved by:

\_\_\_\_\_  
*Dean/ Principal's Name and Signature*

## APPENDIX C. ADMISSION SLIP

### ADMISSION SLIP

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE & YEAR: \_\_\_\_\_

DATE OF ABSENCE: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

SUBJECT/S	PROFESSOR'S SIGNATURE

Noted by:

\_\_\_\_\_  
*College Coordinator of Student Affairs*  
*Name and Signature*

## APPENDIX D. APPLICATION FOR COMPLETION OF INCOMPLETE GRADE

Date: \_\_\_\_\_

**Office of Admissions and Registrar**

Colegio de Santo Cristo de Burgos

Good day sir/ma'am:

I wish to apply for the completion of my "INCOMPLETE" grade in \_\_\_\_\_ (name of subject) taken during the \_\_\_\_\_ semester of the school year \_\_\_\_\_ under Mr./Ms./Mrs./Sr./Dr. \_\_\_\_\_ (name of instructor).

Sincerely,

\_\_\_\_\_  
*Student's Name and Signature*

Approved by:

\_\_\_\_\_  
*Professor's Name and Signature*

## APPENDIX E. SUBJECT APPROVAL FORM

### SUBJECT APPROVAL FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE & YEAR: \_\_\_\_\_

SCHOOL YEAR & SEMESTER: \_\_\_\_\_

NAME OF SUBJECT/S	SCHEDULE	
	DAY	TIME

Noted and approved by:

SARIAYA QUEZON  
2008

\_\_\_\_\_  
*Program Head's Name and Signature*

## APPENDIX F. APPLICATION FOR CHANGE / ADDITIONAL UNITS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 COURSE & YEAR: \_\_\_\_\_

SCHOOL YEAR & SEMESTER: \_\_\_\_\_

NAME OF SUBJECT/S	SCHEDULE		UNITS	PROFESSOR'S SIGNATURE
	DAY	TIME		

Reason for changing/dropping: \_\_\_\_\_

Total No. of units \_\_\_\_\_ after the change.

I have passed the pre-requisite of the above subjects. I have also complied with the rules prescribed at the back of this application.

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
*Student's Name and Signature*                      *Parent's Name and Signature*

Noted and approved by:

\_\_\_\_\_  
*Registrar's Name and Signature*

\_\_\_\_\_  
*Cashier's Name and Signature*

\_\_\_\_\_  
*Dean / Principal's Name and Signature*



## APPENDIX G. REQUEST FOR TRANSFER CREDENTIALS

Date: \_\_\_\_\_

### Office of Admissions and Registrar

Colegio de Santo Cristo de Burgos

Good day Sir/Madam:

I have the honor to request the TRANSCRIPT OF RECORDS of Mr./Ms.  
\_\_\_\_\_ (name of student) who has been temporarily enrolled in  
\_\_\_\_\_ (name of school) upon presentation of his/her Certificate of  
Transfer dated \_\_\_\_\_, 20\_\_\_\_.

Very respectfully yours,

\_\_\_\_\_  
*Registrar's Name and Signature*

-----  
This is to certify that I am presently enrolled in the school mentioned above.

Sincerely,

\_\_\_\_\_  
*Student's Name and Signature*

*Note. No request for a Transcript of Records will be honored without student's signature that she is enrolled in your school.*

## APPENDIX H. DATA PRIVACY CONSENT FORM

### DATA PRIVACY CONSENT FORM TERMS OF AGREEMENT FOR APPLICANTS FOR ADMISSION

I, \_\_\_\_\_, am informed that Colegio de Santo Cristo de Burgos (CDSCDB) or any authorized representative is bound and obligated under REPUBLIC ACT NO.10173 (DATA PRIVACY ACT OF 2021), and its implementing rules and regulations, and other privacy rules, to protect all my personal and sensitive personal information that it collects, processes, and retains upon my enrollment and during my stay in the school.

Personal or sensitive personal information includes any information about my identity, academics, or any document containing my identity. This includes, but is not limited to, my name, address, contact numbers, e-mail address, names of my parents and/or guardians, date of birth, academic information such as grades and attendance, and other information necessary for basic administration and instruction

I understand that by applying for admission in Colegio de Santo Cristo de Burgos, I authorize the school to collect and process information relating to my application and to be used by CDSCDB to pursue its legitimate interest as an educational institution. I am also fully aware that CDSCDB may share such information to its affiliated or partner organizations as part of its contractual obligations, or with government agencies pursuant to law or legal processes.

I am confirming that the data I have provided is true and correct. If found untrue, the school reserves the right to revise or withdraw any decision based on the information I provided.

The agreement to this Policy and Terms is among the conditions to my admission and any act of fraud will terminate my admission.

Any issue that may arise in connection with the processing of my personal data will be settled amicably with the school before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

I also understand that the photocopies of my personal documents that I will submit in relation to my admission application will be properly disposed by the school if I am not accepted or if I decide not to pursue my application. On the other hand, once accepted and upon enrollment, I will submit the original copy of the needed personal documents at the registrar

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Signature over printed name of the student applicant and Date

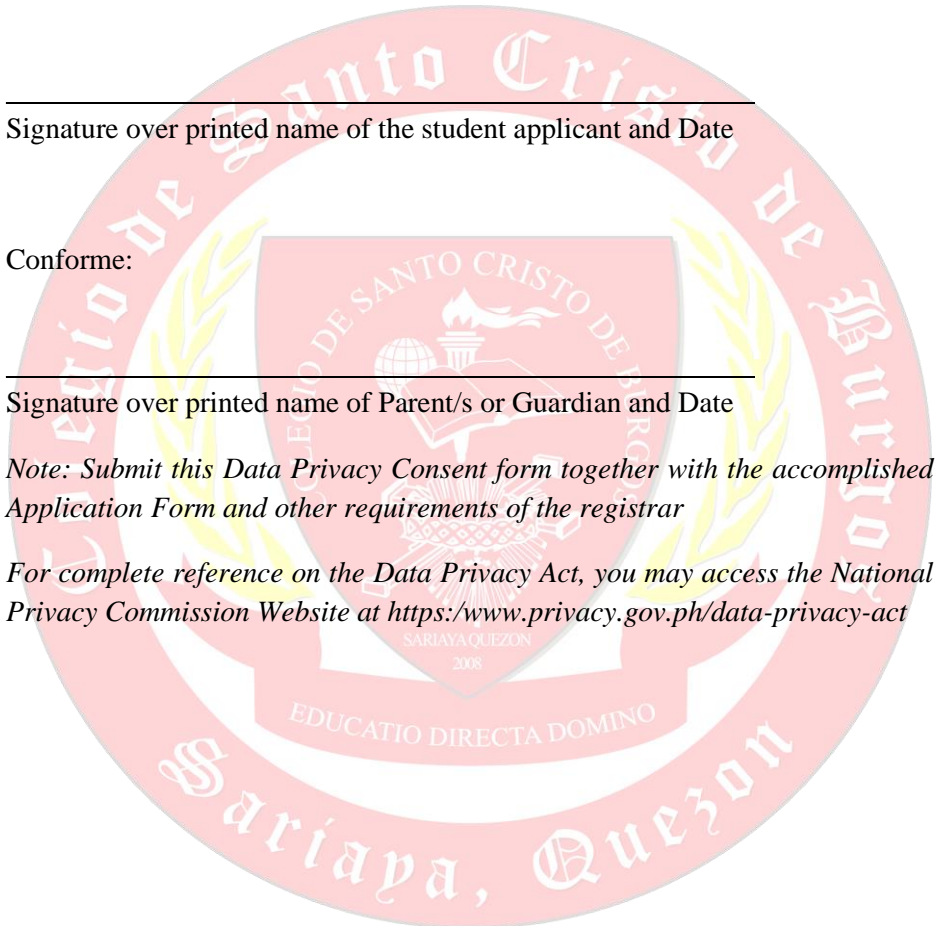
Conforme:

---

Signature over printed name of Parent/s or Guardian and Date

*Note: Submit this Data Privacy Consent form together with the accomplished Application Form and other requirements of the registrar*

*For complete reference on the Data Privacy Act, you may access the National Privacy Commission Website at <https://www.privacy.gov.ph/data-privacy-act>*



# APPENDIX I. COMPLETION FORM



**Colegio de Santo Cristo de Burgos**  
Valderas st., corner Quezon Ave., Sariaya, Quezon 4322

**COMPLETION OF GRADE**

Student's Copy

Student ID No.  Name:  Course:

Subject Code	Subject	Semester	Academic Year	Completion Grade	Average	Date Completion	Instructor (Printed and signature)

Approved by: \_\_\_\_\_  
Dean

\_\_\_\_\_  
Registrar



**Colegio de Santo Cristo de Burgos**  
Valderas st., corner Quezon Ave., Sariaya, Quezon 4322

**COMPLETION OF GRADE**

Instructor's Copy

Student ID No.  Name:  Course:

Subject Code	Subject	Semester	Academic Year	Completion Grade	Average	Date Completion	Instructor (Printed and signature)

Approved by: \_\_\_\_\_  
Dean

\_\_\_\_\_  
Registrar



**Colegio de Santo Cristo de Burgos**  
Valderas st., corner Quezon Ave., Sariaya, Quezon 4322

**COMPLETION OF GRADE**

Registrar's Copy

Student ID No.  Name:  Course:

Subject Code	Subject	Semester	Academic Year	Completion Grade	Average	Date Completion	Instructor (Printed and signature)

Approved by: \_\_\_\_\_  
Dean

\_\_\_\_\_  
Registrar



**Colegio de Santo Cristo de Burgos**  
Valderas st., corner Quezon Ave., Sariaya, Quezon 4322

**COMPLETION OF GRADE**

Dean's Copy

Student ID No.  Name:  Course:

Subject Code	Subject	Semester	Academic Year	Completion Grade	Average	Date Completion	Instructor (Printed and signature)

Approved by: \_\_\_\_\_  
Dean

\_\_\_\_\_  
Registrar

Note: 1. Completion of grades should be made within one semester after INC mark was incurred  
2. Student concerned should submit this form to the OFFICE OF THE REGISTRAR after accomplishment.